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THE MADRAS FOREST DEPARTMENT CODE

WITH

FORMS AND APPENDICES

(Issued by authority of the Government of Madras)

FIRST EDITION

MADRAS
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PREFACE

The present edition of the Madras Forest Department Code supersedes the various rules and orders contained in the Madras Forest Department and Account Code, which have hitherto been in force.

Rules regarding treasury, financial and accounts procedure contained in the Madras Forest Department and Account Code have been incorporated in the New Treasury Code, the Madras Financial Code and the Madras Account Code. This Code contains the rules which are special to the Forest Department and does not reproduce the rules included in the new financial codes referred to above.

The present edition is issued in one volume, containing the forms and appendices. All details under chapter V of the Madras Forest Department and Account Code, dealing with "budget grants and appropriations and control of expenditure" have been omitted as they are embodied in the Madras Budget Manual, Second Edition.

It has been corrected up to October 1941. Any officer who notices any error or omission in this Code should report it to the Chief Conservator; if the Chief Conservator considers that there is a real error or omission requiring amendments he should issue the amendment with the approval of the Government.

Abu Nasser M. Sa
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Form number.	Names of books and registers.	Authority.
	CHIEF CONSERVATOR'S OFFICE.	
	Register of reserved forests	32.
	Personal files of Gazetted Officers	117 (*b*) and Appendix 13.
	Presidency forest atlas	37.
	Fire arms register	114.
	CONSERVATORS' OFFICES.	
12	Register of receipts and disposals of stores, tools and plant.	61.
F.A. 1	Cash book	Articles 256 and 280, Madras Account Code, Vol. III.
46	Register of sanctions accorded by Conservators for special works.	127.
46	Register of sanctions accorded by Conservators for ordinary works.	127.
F.A. 2	Register for cheques drawn	Articles 267 and 280, Madras Account Code, Vol. III.
F.A. 4	Contractors' and disbursers' ledger	Articles 272 to 275, Madras Account Code, Vol. III.
51	Register of financial results	159.
	Registers under the District Office Manual	92.
C.F. 6	Register of receipts and distribution of books	81, 92.
	Register of receipts and distribution of maps	36, 92 and Appendix 6.
	Register of reserved forests	32.
	Service order book	96.
	Office order book	96.
	Service books or rolls of office establishments	115.
	Personal files of Madras Forest Subordinate and Ministerial services.	117 (*a*).
	Register of Stationery	85.
	Register of forms	85.
	Schedule of rates for divisions	126.
	Fort St. George Gazette file, Forest sheet files and volumes of Chief Conservator's Proceedings.	82.
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	DIVISIONAL FOREST OFFICES.	
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10	Register of grant of leases in reserved forests, reserved lands and unreserved lands.	58.
11	Register of free grants of timber and other produce	45, 60.
12	Register of receipts and disposals of stores, tools and plant.	61.
13	Register of stores, tools and plant issued to or returned by the Range Officer.	61.
14	Register of receipts and disposals of livestock	64.
F.A. 1	Cash book	Article 256, Madras Account Code, Vol. III.
F.A. 3	Register of works	Article 270, Madras Account Code, Vol. III.
	Register of deposits	132, *see* also Article 276, Madras Financial Code.
F.A. 2	Register of cheques drawn	Article 267, Madras Account Code, Vol. III.
F.A. 4	Contractors' and disbursers' ledger	Articles 272—5, Madras Account Code, Vol. III.
49	Register of revenue and expenditure in each forest unit	150.
	Register of correspondence	80.
C.F. 6	Register of receipts and distribution of books	81.
	Register of receipts and distribution of maps	36 and Appendix 6.

Form number.	Names of books and registers.	Authority.
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44	Register of lands acquired by the Forest department	Explanatory note 1 in Appendix 14.
	Reserve book for forests not brought under working plans.	33.
	Register of reserved forests	32.
	Control journal	44.
	Control book, record of works, control map	44.
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	Register of stationery	85.
	Register of forms	85.
	Schedule of rates	126.
	Circular file	79.
	Fort St. George Gazette file, forest sheet file, Chief Conservator's Proceedings Volumes.	82.
	Stock book of permit forms	Rule 10 of Appendix relating to rules for the issue and check of permits, (p. 277) of Forest Manual, 1940 Edition.
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3—4	Register of receipts and disposals of timber, etc., in depots.	45, 49, 50.
14	Register of receipts and disposals of livestock	64.
F.A. 1	Cash book	151 (*see* also Article 256 of Madras Account Code, Vol. III).
F.A. 3	Register of works	151.
F.A. 4	Contractors' and disbursers' ledger	151.
	Current register of papers received into or originating in the office.	78, 80.
	Disposal register of papers issued with numbers or recorded.	78, 80.
	Register of receipt and distribution of books	
17	Register of forest offences in the range	89.
	Despatch register	Board's Standing Order No. 163.
	Register of forms	85.
	Stock book of permit forms	Rule 10 of the Appendix relating to rules for the issue and cheque of permits (p. 277) of the Forest Manual, 1940 Edition.
	Forest sheet file	82.
	Circular file	79.
10	Lease register	58.
	Rain gauge register	
	DEPOTS.	
3—4	Register of receipts and disposals of timber, etc., in depots.	45, 49, 50.
	Receipt books for payments	55.
F.A. 1	Cash book	Article 256 of the Madras Account Code, Vol. III.
	* Current register of papers received into or originating in the depot.	80.
	* Disposal register of papers issued with numbers or recorded.	80.
	Despatch register	Board's Standing Order No. 163.

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* At the option of the District Forest Officer.

THE MADRAS FOREST DEPARTMENT CODE

CHAPTER I.

ORGANIZATION OF THE FOREST DEPARTMENT.

A.—General.

Extent of application of the Code.

1. The rules contained in this Code are applicable to the Forest department in the territories subject to the Government of Madras hereinafter referred to as 'the Government.'

Division of the Province into circles and divisions.

Waltair

Nellore

2. The administrative head of the department is the Chief Conservator who is also the professional adviser of Government in all matters relating to the Department. For territorial administrative purposes of the department the Province is divided into **four** circle charges named after their headquarters and each circle into a number of forest divisional charges. The sub-joined table gives the names of the circle charges, the forest divisions comprised in each and also their headquarters :—

Bellary Circle—Headquarters, Bellary.	Salem Circle—Headquarters, Salem.	Coimbatore Circle—Headquarters, Coimbatore.	Ootacamund Circle—Headquarters, Ootacamund.
1 Vizagapatam (Waltair).	1 Cuddapah North. (Cuddapah).	1 Salem South (Salem).	1 The Nilgiris (Ootacamund).
2 Godavari Upper (Rajahmundry).	2 Cuddapah South (Cuddapah).	2 Kollegal (Kollegal).	2 Wynaad (Manantoddy).
3 Godavari Lower (Cocanada).	3 Nellore (Nellore). waltair	3 Coimbatore South (Coimbatore).	3 Nilambur (Nilambur).
4 Guntur (Guntur).	4 Chittoor (Chittoor). 1	4 Coimbatore North (Coimbatore).	4 Palghat (Palghat).
5 Kurnool East (Kurnool).	5 Vellore East (Vellore). 2	5 Madura (Madura).	5 South Kanara (Mangalore).
6 Kurnool West (Kurnool).	6 Vellore West (Tiruppattur). 3	6 Tinnevelly *cum* Ramnad (Palamcottah). (with supervision of Tanjore forests).	
7 Anantapur (Anantapur).	7 Salem North (Hosur). 4		
	Salem South 5		

In addition to the above forest divisions there are the Provincial Silviculturist's division under the control of the Conservator of Forests, Ootacamund Circle, and four working plans divisions under the control of the Chief Conservator assisted by the Working Plans Personal Assistant. There are also the Forest Utilization and Forest Engineering divisions which form independent units of administration under the direct control of the Chief Conservator.

The Chief Conservator is also assisted by a Personal Assistant in regard to work other than Working Plans.

General control of forests.

3. The general administration of the forests other than ryots' (panchayat) forests, in the whole Province is under the control of the Chief Conservator, who is the head of the Forest department, Madras. The orders of Government on forest business other than that relating to ryots' forests, will be issued from the Development Secretariat, to which all correspondence on such matters should be addressed.

Administrative charges.

4. A Conservator's charge or circle is ordinarily divided and subdivided into—

(a) Controlling charges—Forest divisions.
(b) Executive charges—Ranges.
(c) Protective charges—Beats.

The unit of management is the range, which comprises a number of beats. A certain number of ranges make up a forest division.

These charges will ordinarily be held by the following classes of officers :—

(i) Deputy Conservators and senior gazetted assistants—Forest divisions (controlling charges).
(ii) Forest Rangers—Ranges (executive charges).
(iii) Foresters and Forest Guards—Beats (protective charges).

Deviations from the prescribed rule when allowable.

When necessary, for financial and other reasons, the Government may, as a temporary measure, permit deviations from these provisions in regard to forest divisions and the Conservators exercise a similar discretion in regard to the arrangement of ranges.

Arrangement of forests into beats, ranges and divisions.

The arrangement of forests into forest divisions will be regulated by Government: that of forest divisions into ranges will be regulated by the Conservators provided that no addition to the number of ranges shall be made without the sanction of Government and that the Collector shall be consulted regarding the arrangement of ranges; the arrangement of ranges into beats will be regulated by District Forest Officers.

Classification of establishments.

5. Permanent establishment includes all officers, of whatever rank, who are required for the ordinary administration of forests and who are employed for the whole year and year after year in pensionable service.

Temporary establishment consists of staff which is required to supplement the permanent establishments whenever there is a temporary expansion of their duties. This establishment is provided for under the same minor head, sub-head and detailed account head as permanent establishments but distinguished from them by being grouped under the detailed account head 'Temporary' while permanent establishments are grouped under the detailed account head 'Permanent' as regards pay. Such temporary establishments must be distinguished from those who are provided for in the sanctioned estimates of works and whose pay and allowances are debitable to "Conservancy and Works"—see Article 247 of the Madras Account Code, Volume III. The latter who are known as temporary work-charged establishments should not be designated with the titles used for ordinary establishment such as Rangers, Foresters or Forest Guards.

NOTE.—The wages of labourers will be shown in the muster rolls and charged to the appropriate sub-heads under 'Conservancy and Works.'

Permanent establishment—non-gazetted service.

+ Distributing

6. The total strength of the permanent non-gazetted establishments, viz., the clerical, executive, and protective staffs, will be fixed by Government for the Province as a whole. The Chief Conservator has powers to fix the distribution of the non-gazetted sanctioned staff for each circle or division, to vary the distribution whenever considered necessary and to transfer non-gazetted officers. The Conservators will exercise similar powers within their circles. This delegation must not, however, be used for the creation of appointments in the office of the officer exercising the power. The Chief Conservator should on *1st of June* of every year submit a report to Government on the temporary changes made under this delegation, during the previous official year, specifying those which he would like to be made permanent and the Conservators should likewise make a report to the Chief Conservator by 15th of May.

Where men who possess the qualifications prescribed in the Statutory Rules for the Madras Forest Subordinate Service are not forthcoming to fill appointments in the higher grades of any class of the subordinate establishment, extra appointments may be made by Conservators in the lower grades to compensate for such deficiencies, provided that the total number of appointments sanctioned for each class is not exceeded.

Sanction required for temporary establishments.

7. (*a*) *Temporary work-charged establishments.*—The entertainment of temporary work-charged establishments, i.e., establishments employed on the execution of works the sanctioned estimates of which include the cost of such establishment, does not require any special sanction provided the amount provided for such establishment in the sanctioned estimate is not exceeded and that the rates of pay do not exceed the maxima prescribed by Government. The sanction to such temporary establishment lapses with the lapse of sanction and appropriation for the work itself.

Sanction of the Chief Conservator required for temporary establishments.

(*b*) *Temporary establishments* (*other than work-charged*).— Temporary establishment, other than work-charged, may be sanctioned by the Chief Conservator—see item 1, Appendix 5, A Madras Financial Code, Volume II. Conservators should submit their applications to the Chief Conservator by the 5th January in each year.

The conditions of service and punishments in disciplinary cases will be regulated as shown below :—

A. The rates of pay of these temporary establishments are liable to revision.

B. These posts are sanctioned on a temporary basis and renewed every year.

C. They are excluded from the scope of the Fundamental Rules except in the matter of the regulation of pay and allowances under Fundamental Rules 39 and 40 and the rules framed thereunder and the grant of hospital leave to Reserve Watchers under subsidiary rule 2 under Fundamental Rule 101 (*b*).

D. Incumbents of these posts are not entitled to pension.

E. The authorities competent to appoint, transfer and inflict punishments are those mentioned in Appendix I. A

Transfer of temporary establishments.

(*c*) Conservators have the power to transfer temporary establishments from one forest division to another as occasion requires and to make the requisite transfers of allotment under the appropriate budget head or sub-head.

For journeys performed (1) on transfer from one station to another, and (2) in the interests of the work on which the

Ref. to transfer of watchers

men are employed, the District Forest Officer may allow the members of the temporary establishments sanctioned under this section the actual cost of transport plus such amount, not exceeding the daily allowance of their grade, as may be deemed reasonable, subject to the condition that the extra allowance will not be payable unless the journey involves an absence of at least one night from headquarters.

In cases where members of the work-charged establishments are required to attend court as prosecution witnesses in forest offences they should claim from the court concerned the travelling allowances admissible under the rules of the court.

(*d*) An appointing authority may at its discretion vary the following details connected with a temporary establishment which has been sanctioned by a competent authority for employment during a portion of every year :—

(*a*) the number of persons employed,
(*b*) the rate of pay of particular posts, and
(*c*) the period of employment.

This delegation shall be subject to the condition that—

(1) the cost of such establishment shall be restricted within the appropriation sanctioned by the competent authority for that purpose, and
(2) the pay of no post shall be raised beyond the maximum limit, if any, fixed by the competent authority in each case.

Powers of appointing authorities to vary details of temporary establishments.

The power delegated in rule 1 may also be exercised in the case of a temporary establishment employed continuously for a year or more, subject, however, to the following additional conditions :—

(*a*) that no alteration in the scale or rate of pay of any of the temporary posts in such establishment, the pay or the maximum pay of which exceeds Rs. 50 a month shall be made without the approval of the competent authority;
(*b*) that in the case of a temporary post on a time scale of pay, the variations shall be in accordance with the time-scale sanctioned for a corresponding post borne on the permanent cadre of the service concerned; and
(*c*) that the aggregate cost of the temporary establishment shall not in any case exceed the limit sanctioned by the competent authority.

All variations made in respect of temporary establishments under this delegation should be reported to the Chief Conservator and the Accountant-General.

Labour.

8. Under labour is included all *bona fide* manual labour, whether paid by the day or the month, employed—

(1) on the reaping, collection, fashioning, removal, transport and sale of forest produce;
(2) on the feed and keep of cattle;
(3) on the construction and maintenance of tools and plant;
(4) on the construction and maintenance of communications and buildings;
(5) on the demarcation, improvement, extension and protection of forests.

Labour will be charged under the appropriate heads under the minor head 'Conservancy and works.'

Conservators and District Forest Officers are personally responsible that labour employed under their orders is not retained for a longer period than is actually necessary.

Explanations.—Supervisors, coolie maistris, or gangers are included under the head of labour, but any further supervision is distinctly excluded.

The following items must not be included under labour :—

(*a*) Crews of steamers and boats permanently maintained for the use of the department.

(*b*) Gardeners, tope watchers, and other workmen permanently employed.

(*c*) Watchmen and sweepers employed in permanent depots or buildings.

(*d*) Letter-carriers employed under special circumstances for more than a month at a time.

(*e*) Temporary office establishments, i.e., persons entertained for any clerical work whatever; but Conservators may sanction the entertainment of surveyors or draughtsmen for any special piece of work, and in such case the charge may be debited to that work as 'labour.'

Personal conduct of officers.

9. The Government Servants' Conduct Rules are applicable to the Forest department generally.

Rents to be charged for Government buildings occupied as residences.

10. The rules regulating the provision of residences for Government servants are laid down in Fundamental Rule 45, 45-A and C and the subsidiary rules issued thereunder.

Articles 13 and 14 of the Madras Financial Code dealing with the recovery of rents of buildings in charge of departments other than Public Works apply generally to the Forest department also, subject, however, to the special rules in the following sections.

Note.—The Capital and Revenue Accounts for buildings in charge of the Forest Department will be maintained as laid down in note (2) to the Local Ruling under Article 19 of the Madras Account Code, Volume I.

11. Buildings not immediately required for Government use may be rented to private individuals for occupation under the provisions contained in the Madras Public Works Department Code.

Note.—For the purpose of this rule, the District Forest Officer and the Conservator of the circle will exercise the functions imposed and the powers conferred on the Executive Engineer and the Chief Engineer, respectively, in the Public Works Department Code referred to.

12. A register of rents in Form F.A. VIII should be maintained in every Divisional Forest office, and the collection of rent due on forest buildings in their divisions should be watched by District Forest Officers. Any rents due by the District Forest Officer and his subordinates should be recovered by deductions from pay bills, as is done in the case of income-tax, subscriptions to funds, etc.

Rules regulating the occupation of Forest inspection bungalows and rest-houses.

13. The general rules regulating the occupation of inspection bungalows and rest-houses in charge of the Forest department are contained in Appendix 2.

Hire for Government boats.

A

14. The rules for the assessment of rent of boats maintained by Government are contained in Appendix 3 to this Code. In the case of boats taken out by Forest officers on duty, the prescribed rent will be deducted from their travelling allowance bills and in other cases, the amount should be recovered in cash in advance, subject to subsequent refund or recovery of the excess or short charge, if any, when the actual period of hire differs from the period paid for in advance.

Hire for Government elephants, carts and bullocks.

15. Government elephants, carts and bullocks when not required for departmental work may be hired to officials or to non-officials at the discretion of the District Forest Officer. A rate of four annas for every $2\frac{1}{2}$ miles or fraction thereof should be charged for the use of a cart and pair of bullocks and half that rate when the cart or bullocks alone are used. These rates apply both to officials and non-officials. A rate of one rupee eight annas for each elephant per day should be charged for elephants hired out to officials of other Government departments and a rate of Rs. 10 a day should ordinarily be levied in all cases in which elephants are hired out to private parties but a lower rate may be charged in exceptional circumstances with the previous sanction of the Conservator who should record in his own handwriting his reasons for levying a lower rate.

B.—ORGANIZATION OF THE FOREST STAFF.

Composition of the Forest staff.

16. The Forest staff is composed of—

(*a*) the Indian Forest Service,
(*b*) the Madras Forest Service,
(*c*) the Madras Forest Subordinate Service,
(*d*) the Madras Ministerial Service,
(*e*) the Madras General Subordinate Service, and
(*f*) the Madras Inferior Service.

Constitution of the Forest staff.

17. The Indian Forest Service in Madras is composed of—

(*a*) Chief Conservator of Forests,
(*b*) Conservators of Forests, and
(*c*) Deputy Conservator of Forests.

18. The Madras Forest Service consists of—

(*a*) Chief Conservator of Forests,
(*b*) Conservators of Forests, and
(*c*) Assistant Conservators of Forests.

19. The Madras Forest Subordinate Service consists of—

Class I.—Forest Rangers, Foresters, Forest Guards and Forest Apprentices.
Class II.—Curator of the Museum.
Class III.—Draughtsmen, I, II and III grades, Surveyor-draughtsmen, Forest Engineer's office and Tracer, Forest Engineer's office.

Classified List of Forest Officers.

Read

20. The classified list of Gazetted Forest Officers in the Province will be issued half-yearly, corrected up to 1st January and 1st July every year, and will be prepared by the Chief Conservator. The Chief Conservator will also prepare an annual list of Rangers for the Province corrected up to 1st May each year taking care to see that all abbreviations and symbols denoting the professional training of officers and other qualifications, etc., as well as all other necessary particulars, are correctly entered therein and will supply copies thereof to the Accountant-General, the Madras Public Service Commission, Conservators and District Forest Officers. Conservators should prepare circle lists of Foresters corrected up to 1st January each year and submit them not later than the 15th January of every year to the Chief Conservator who will consolidate and print a general list for distribution in the Province.

The Chief Conservator will also prepare and publish an annual general list in a run-on form corrected up to 1st January each year, of the Ministerial establishment under his direct control in his own office and in the offices subordinate to him and will supply copies thereof to the Government, Accountant-General, the Madras Public Service Commission, Conservators and units of administration under him. Similar lists will be prepared, but not printed, and maintained in the offices of the Conservator and other units of Administration.

Note.—Copies of classified lists will be supplied to the Government of India on payment in accordance with the instructions in force from time to time.

Recruitment for and appointment to the Indian Forest Service.

21. (*a*) Recruitment to the Indian Forest Service has been abandoned permanently. So long as the existing members of the Service continue to hold the posts of Deputy Conservators, Conservators and Chief Conservator, their rights and conditions of service shall be protected in the manner laid down in sections 246, 247 and 249 of the Government of India Act, 1935, and they will be governed by the Reserved Posts (Other Services) Rules issued by the Secretary of State for India.

The posts held by the members of the Indian Forest Service will, as they fall vacant, be replaced by corresponding posts in the Madras Forest Service, with the result that eventually the entire Forest Service will be provincialized.

Recruitment for and appointment to the Madr For and the Madras Forest Subordinate Services.

(*b*) The Madras Services Manual, Volumes II and III, contain the rules regulating the method of recruitment, conditions of service and promotions in the Madras Forest and Madras Forest Subordinate Services as well as the rules regulating the postings and transfers of the members of the two services. Punishments are regulated by the provisions of the Madras Civil Services (Classification, Control and Appeal) Rules in Madras Services Manual, Volume I.

Recruitment for and appointment to the Madras Ministerial Service.

general
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22. *The Ministerial Service.*—Admission to the service is regulated by the special rules for the Madras Ministerial Service which set forth the method of recruitment and conditions of service, in respect of permanent as well as temporary posts.

For the sake of administrative convenience the different grades of appointments in the Ministerial Service in all the Forest offices except the Chief Conservator's office have been grouped together and placed under Central authorities for purposes of promotion, the appointments and promotions in the lower grades being as far as possible confined to language areas. The Chief Conservator's office is a separate unit and the post of the Manager of that office is a selection category for which the Managers of Conservators' offices are also eligible. For purposes of promotion all posts above the grade of lower division clerks in all the offices are selection categories.

Promotions, transfers, postings, etc., of the Madras Forest and Madras Forest Subordinate Services.

A

23. The rules relating to promotions, transfers and postings, etc., are contained in Appendix 4. The Fundamental Rules, the Madras Leave Rules, 1933, and the Pension Rules for the time being in force govern the members of the services in the matter of leave, leave salary, pension, etc., except those who have elected to be governed by the provisions of the Civil Services Regulations.

C.—EXAMINATIONS.

Examinations to be passed by members of the Madras Forest Service.

24. Members of the Madras Forest Service should pass the following tests prescribed in rule 7 of the Special Rules for the Madras Forest Service :—

(i) Law.
(ii) Land Revenue.
(iii) Office Procedure and Accounts.
(iv) Account Test for Executive Officers.
(v) Second-class Language Test (Full Test).

Examination in Law.

25. The syllabus for each test will be as under :—

(i) *Law.*—(1) The Madras Forest Act, 1882, with such notifications or rules, general or special, as have been made thereunder.

(2) The Land Acquisition Act, 1894, as subsequently amended.

(3) The Madras Survey and Boundaries Act, 1923.
(4) The Easement Act, 1882.
(5) The Cattle Trespass Act, 1871.
(6) The Penal Code, selected chapters—
- (i) Introduction.
- (ii) General explanations.
- (iii) Punishments.
- (iv) General exceptions.
- (v) Abetment.
- (ix) Offences by, or relating to, public servants.
- (x) Contempt of the lawful authority of the public servants.
- (xi) False evidence, and offences against public justice.
- (xvii) Offences against property.
- (xviii) Offences relating to documents and to trade and property marks.
- (xxiii) Attempt to commit offence.

For this examination, simple questions will be framed in such a manner as not to involve points of difficulty, but rather to show the possession or want of a general and intelligent acquaintance with the Acts and their bearing on forest work. Two papers will usually be set, one with and the other without books.

Examination in Revenue.

(ii) *Land Revenue.*—The examination in Revenue will bear on the following subjects :—

Standing Orders of the Board of Revenue 1 to 28, 30, 31, 33, 34, 41 to 49, 89 to 98, 196, 197, 201, 202, 205 and 207.

Two papers, one with and the other without books, will be prepared. They should not contain difficult questions and should be prepared so as to refer chiefly to subjects in which the land revenue and tenures of the district or districts are connected with forest administration.

Examination in Office Procedure and Accounts.

(iii) *Office procedure and accounts.*—The examination in this subject will be written and will embrace the following :—

Subject of examination.	Time allowed for each paper.	Maximum marks.	Minimum marks required for a pass.
1 The Madras Forest Department Code.			
2 The Fundamental Rules and the Subsidiary Rules thereto, the Madras Leave Rules, 1933 and the Madras Travelling Allowance Rules.			
3 The Board's Standing Orders Nos. 105, 111, 112, 113, 172, 175, 180, 192 and Chapter XIX.			
4 The District Office Manual			
5 The Madras Account Code, Volume III, Part III, Articles 240–297.			
6 The Madras Services Manual, Volumes I, II and III—portions noted below— (i) General Rules for the Provincial and Subordinate Services. (ii) The Madras Civil Services (Classification, Control and Appeal) Rules. (iii) The Madras Forest Service Rules. (iv) The Madras Forest Subordinate Service Rules. (v) The Madras Ministerial Service Rules. (vi) The Madras Inferior Service Rules.			
One paper—with books	3 hours	100	50 per cent for both the papers taken together.
Do. without books	3 hours	100	

Special Test for Executive Officers.

(iv) *Account Test for Executive Officers.*—See Special Tests Notification.

Compulsory examination in languages.

(v) *Second-class Language Test (Full Test).*—The compulsory Second Class Language Test (Full Test) will be essentially a colloquial examination without any prescribed books and will embrace the following :—

(i) Conversing with accuracy and fluency in the language.

(ii) Reading with fluency and translating correctly two or three arzis or other official manuscripts written in a plain running office hand:

(iii) Taking down in English evidence given in the language and asking questions thereon in the language.

(iv) Dictating an order on a given subject in the language.

(v) Translating in writing, with fair accuracy, of idiom and grammar, an easy passage of English prose relating to Indian subjects and containing no words that have not familiar language equivalents; such passage shall as far as possible, bear upon questions connected with the department to which the candidate belongs.

Examinations to be passed by Rangers and Forest Apprentices.

26. (i) *Obligatory.*—The test to be passed by Rangers and Forest Apprentices are indicated in rules 5 and 8 of the Special Rules for the Madras Forest Subordinate Service. Under rule 5 of these rules, no Ranger shall be eligible for promotion above the last grade unless he has passed the tests in Law and Office Procedure and Accounts; and under rule 8 (v) a Forest Apprentice shall, within the prescribed period of probation, pass the Second Class Language Test (Full Test) referred to in section 25 above in one of the following languages, namely, Tamil, Telugu, Malayalam and Kannada.

(ii) *Optional.*—With the special permission of the Conservator, Rangers may appear for the test in Land Revenue provided that if any Ranger, after obtaining such permission, shall fail to appear for the examination or shall appear but fail to satisfy the Examining Board, he should be called on for explanation and, in the absence of sufficient explanation, he shall be liable to punishment.

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Examinations to be passed by the members of the Ministerial Service.

27. The examinations to be passed by the members of the Ministerial Service in the Forest Department are dealt with in rule 36 of the Special Rules for the Madras Ministerial Service and in Annexure V to the said rules and they are—

(i) Account Test for Subordinate Officers, Part I.

(ii) Departmental test.

28. (i) *Account Test for Subordinate Officers—Part I.*—For syllabus, see Special Tests Notification.

(ii) *Departmental Test.*—The syllabus is as under :—

Subject of examination.	Time allowed.	Maximum marks.	Minimum marks required for a pass.
1 The Madras Forest Department Code: The Madras Account Code—Volume III, Part III—Articles 240-297.			
One paper with books	3 hours	100	60 per cent for both the papers taken together.
One paper without books	3 hours	100	
2 The Standing Orders of the Board of Revenue and the Services Rules. (*a*) Board's Standing Orders Nos. 105, 111, 112, 113, 172, 175, 180, 192 and Chapter XIX. (*b*) The Madras Services Manuals, Volumes I, II and III—portions noted below: (1) Generel Rules for the Madras Provincial and Subordinate Services. (2) The Madras Civil Services (Classification, Control and Appeal) Rules. (3) The Madras Forest Service Rules. (4) The Madras Forest Subordinate Service Rules. (5) The Madras Ministerial Service Rules. (6) The Madras Inferior Service Rules. (*c*) The District Office Manual.			
One paper with books	3 hours	100	60 per cent.

Control and conduct of the examinations.

29. All these examinations are conducted by the Madras Public Service Commission and detailed instructions are contained in the Commission's notifications which are published periodically in the *Fort St. George Gazette* in advance of these examinations.

The Examining Board for Law, Land Revenue and Office Procedure and Accounts shall include one of the Conservators.

Attendance at the examination; period how treated.

30. The number of days actually required by a Government servant for proceeding to and returning from the station at which an obligatory departmental examination or an optional examination which he is permitted to attend is held, will be treated as a period of duty in addition to the day or days of examination. This concession shall not be granted more than twice for the same optional examination.

Reserved

CHAPTER II.

MANAGEMENT AND WORKING OF THE FORESTS.

A.—GENERAL.

Register of Reserved Forests.

31. The notification under section 16 of the Forest Act (Madras Act V of 1882) declaring that a certain area will, on a fixed date, become a reserved forest, is published in the Fort St. George and District Gazettes, and the boundaries of the reserve so created, the rights admitted at settlement, and the date on which the notification will come into force, are detailed therein. Copies of such notifications and of all notifications which have been issued under section 25, should be kept for each forest division in a bound volume to be called the *Register of Reserved Forests*, and each notification should be numbered consecutively, according to the date on which it takes effect. Each reserved forest will occupy several pages of the volume, so as to afford space for additions and corrections. It is desirable that a sketch map on a small scale should form part of the record of each reserve.

All subsequent orders sanctioning changes in the constitution of any reserve, as well as all orders under section 18 or 21 of the Forest Act, granting further rights within the reserve, should be embodied in the same volume under the reserve to which they relate.

In what offices the Register of Reserved Forests is to be kept.

32. The "Register of Reserved Forests" will be maintained in each Divisional Forest office; copies will be maintained in the Conservator's office, and in the office of the Chief Conservator. The numbering of notifications in each division will be done by the District Forest Officer, and will be communicated by him to the Chief Conservator and the Conservator.

Registers already maintained.

Registers already written up in the old form in manuscript need not be dispensed with, but the printed settlement notifications should, as far as possible, be substituted for the manuscript description of boundaries.

Reserve-book.

Read

33. In the case of forests, for which working-plans have not yet been prepared, a separate 'Reserve-book' will be maintained for each area of forest likely to form a working circle, whether it be a reserved forest, part of a reserve or group of reserves, information being recorded separately, as far as possible, for each reserved forest in the case of groups, under the headings and instructions given in this and the following section. This book should be opened by the District Forest Officer as soon as the notification under section 16 of the Act has issued. No entry should be made, except under the authority of the District Forest Officer in each case. The 'Reserve-book' should contain the following information :—

(*a*) A descriptive analysis of the forest.
(*b*) Description of final demarcation, with statement of cost and explanation, if the line laid down deviates in any way from the sanctioned boundary.
(*c*) A record of lines of communications opened, with cost thereof and other information.
(*d*) A record of cultural operations, as well as works of improvement, with results.
(*e*) Record of fire-protective measures with their annual results.
(*f*) A record of establishment maintained.
(*g*) Annual summary of revenue and expenditure.
(*h*) Inspection notes by District Forest Officer and Conservator.
(*i*) Any other information bearing upon the working or management of the reserve.

Several pages must be left blank under each of the above items, so that the Reserve-book may, in course of time, contain a complete history of the forest and may contain all the information required for the compilation of a regular working-plan.

Similar books may, if practicable, be kept for leased forests under the control of the Forest department.

When a working-plan has been prepared and sanctioned, the Reserve-book need no longer be maintained as the Control book takes its place (section 44).

Register of annual yield.

34. An abstract of the actual yield of the forest will be recorded in Form No. 1 annually, separately for each working circle, felling series or lease unit as the case may be. In the case of departmental fellings the yield will be recorded by species from the abstract of Form No. 3, received by the District Forest Officer on completion of fellings in the coupe. Removals by contractors will be posted by Range Officers monthly in a separate manuscript register; and an abstract of this register will be submitted by the Range Officer to the District Forest Officer within one month of the termination of each lease, and Form No. 1 will be posted by the District Forest Officer from this abstract. In the case of removals on permits, an annual abstract of Form No. 8 will be made and posted in Form No. 1. In the case of minor forest produce, postings in both the range register of removals by contractors, and in Form No. 1 will be effected under major items only, the District Forest Officer ordering from time to time what such items should be; all other items will be accounted for under the head 'Miscellaneous.'

Divisional Forest Note-books.

Read

V. B

35. In each forest division, the District Forest Officer will keep a permanent note-book, in which he will, from time to time, record all noteworthy occurrences bearing on the management and improvement of the forests of his division, and his suggestions for their future administration; the results of his obsesrvations regarding the habits and wants of important species of trees; and further matters which, in his opinion, it is desirable to record. This note-book will be styled the *Divisional Forest Note-book.* It need not **be maintained for areas covered by sanctioned working-plans.**

Object of the Note-book.

The object of this note-book is to maintain in a permanent form a running history of forest matters in each division, based upon continuous local observation. In respect of particular forests the note-book should not contain matter that has already been recorded in the Reserve-book, but may, if necessary, refer to the said record.

The note-book should be large enough to contain notes for a number of years; it should be taken into camp (but not as a rule into the forests during inspection) so that entries may be made in it whilst facts are fresh in the District Forest Officer's mind.

The book is not to be maintained in diary form but as a reference book of general information in which a newly posted District Forest Officer can find at once information on various subjects without being compelled to wade through pages of mixed material.

Entries should be made under various heads and sub-heads, to each of which one or more pages should be assigned. The following are the principal heads required, but the list is not exhaustive and the District Forest Officer should enter any information of general interest or utility:—

(1) List of reserves (by ranges, with areas and dates of final notifications).
(2) List of roads (length, when constructed, gravelled, metalled or unmetalled).
(3) List of buildings (accommodation, cost, date of construction, how used, furnished or unfurnished, nature of water-supply).
(4) List of plantations.
(5) List of topes.
(6) List of sale depots.
A (7) Distribution of establishment (by ranges, headquarters and boundaries of ranges, beats, etc.).
(8) Works required (by ranges, proposals with approximate cost and relative urgency of each, dates of commencement and completion).
(9) Notes on each reserve separately. A
(10) Notes on principal species (a page for each; distribution, growth, coppice, dates of flowering, seeding, age at maturity, utility as timber, fuel, charcoal and of minor products—; as regards exotics, date of introduction).

(11) Observations on annual flow of streams as affected by denudation or reafforestation of catchment area (highest flood level, duration of floods, hot weather flow, etc., with condition of growth in catchment area).

(12) Fodder supply—Approximate dates for cutting grass, cost of cutting, harvesting, baling and transport—rates of sale.

(13) Markets and market rates for various kinds of work and produce.

Every entry must be dated and initialed by the officer who makes it.

Note-book to be inspected by the Conservator.

The Divisional Forest Note-book should always be inspected by the Conservator when visiting the division, and the date of the inspection, with such remarks as the Conservator may wish to place on record, should be duly entered therein.

Note-books, the property of Government, and to be mentioned in transfer of charge certificates.

The Divisional Forest Note-book will be supplied by the Superintendent of Stationery and is the property of Government (see section 86).

On the occasion of transfers of charge, it will be handed over with other records and should be specially mentioned in the transfer report.

Maps.

36. In each division the following maps will be maintained and one or more copies of each should be mounted in book-form :—

Touring map

(1) A Divisional Forest reference map on the scale of 4 miles to the inch, showing all reserves, roads, forest buildings and stations, range divisions, and other items affecting the administration of the forest.

(2) A Range Forest reference map, posted as above, but in greater detail, and showing names of hills and streams, minor forest stations, such as forest guards', permit officers', and tannahdars', headquarters, etc.

(3) Separate maps for each reserve, showing topographical features and all enclosures, rights of way, forest roads and stations, compartment and coupe lines, names of hills, streams, etc. Reserves that adjoin one another may, if desirable, be shown on one and the same sheet.

(4) Separate working-circle maps on such scale as may be found suitable in each case.

In the case of Nos. (2) and (3) the scale of the maps, not supplied by the Survey of India, must vary according to requirements, the ordinary scale being 1 and 4 inches to the mile respectively. The rules regulating the procedure in connexion with forest surveys and mapping and their cost are contained in Appendix 5. ✗ A

It is the duty of the District Forest Officers to see that all alteration of boundaries, enclosures, all new roads and buildings, etc., are promptly entered in the headquarter maps, from which the camp copies, range and other maps, must be posted, at least annually (vide Appendix 6). A

Presidency Forest Atlas.

37. The Presidency Forest Atlas is compiled from the divisional forest reference maps referred to in the preceding section, and is kept in the Secretariat and the offices of the Chief Conservator and the Superintendent of Forest Surveys, Dehra Dun.

Each Conservator should maintain the atlas as far as it relates to his own circle.

The divisional forest reference maps should be corrected annually up to 31st March, and will be forwarded to the Conservator of the circle before the 1st May following; the atlas in the Conservator's office will then be correctly posted and the divisional maps will be returned. The Chief Conservator of Forests, Madras, is entrusted with the duty of posting the several copies of the atlas in use in the headquarter offices mentioned above. For this purpose, the Conservators should forward the corrected copies of their atlases to the Chief Conservator before the 1st July of each year when the necessary corrections will be made in the remaining copies.

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Annual plan of operations.

(Budget estimate)

38. At a convenient period before the date fixed for the submission of the budget, the District Forest Officer shall prepare, in consultation with the Collector, an Annual Plan of Operations for the next ensuing financial year. This annual plan shall be written in three columns, the first showing the last sanctioned annual plan, the second any revision thereof which has subsequently been found necessary and the third the annual plan for the next ensuing year.

The range being the unit of the administration, the plan of operations should deal with each range separately.

Wherever a working-plan has been framed, the annual plan of operations must be based upon the provisions of the working-plan. Where no working-plan exists, and until such plan is made, the annual plan of operations must be based on the general principles of forest conservancy. It is a matter of the first importance to fix the maximum annual yield, and this limit must not be exceeded without the special sanction of the Conservator. The quantity of timber to be cut and of other material to be taken out of a forest should be regulated so as to ensure the maintenance of the forest in a state of continuous and, if possible, of increasing productiveness. It should, as far as possible, provide for the demands of the surrounding population, in the matter of timber supply, of fuel, or of pasturage, and for the requirements of other Government departments and of the trade. It is not, however, necessary that the yield should be uniform during a series of years, and it may often be found expedient to arrange for an intermittent yield.

Guided by these considerations, the annual plan of operations should provide for fellings, thinnings, export of forest produce, the grazing of cattle, protection against fire, and the execution of works of reproduction and improvement. The exercise of all rights which have been recorded at settlement will necessarily be provided for in these plans.

When the Collector has approved the plan of operations in respect of its provision for grazing, the supply of timber for agricultural and domestic use, the provision of firewood and the like, he will forward it to the Conservator. The Conservator shall not modify the plan as approved by the Collector in so far as the modifications deal with the external relations of the department with the community, without first ascertaining the Collector's views on them and obtaining his approval. Subject to this condition, the Conservator will pass the necessary orders on the annual plan which he will communicate to the District Forest Officer through the Collector.

The plan of operations must contain detailed rates for all proposed ordinary expenditure and the approximate anticipated cost of all capital works proposed.

The budget will be framed upon the basis of the annual plan of operations.

The responsibility of carrying out the plan of operations will rest entirely with the District Forest Officer. No deviation from the plan may be introduced without due sanction as provided above.

Working plans.

39. A 'working-plan' is a written arrangement sanctioned by proper authority for the systematic treatment of a forest the object being to ensure continuity of action by officers in charge and also to provide against the deterioration and for the improvement of the capital (or total producing stock) while working out what represents the interest (or average annual increase) in an orderly, useful and economic manner.

The area for which a separate working-plan shall be prepared depends on the circumstances of the case; but as far as possible a working-plan should deal with all the forests situated in one locality and the entire area of each forest in that locality. This area may consist of a forest division, a range or merely of a beat or group of beats; and it shall be divided into as many working circles as may be necessary, extensive tracts which it may not be deemed expedient to work being relegated to a separate working circle or circles. When a working-plan deals with more than one working circle, special prescriptions for the method of treatment to be adopted in each working circle must be laid down separately in the working-plan.

A 'working-circle'* is, as a rule, an area subjected to one and the same cultural treatment, which it is proposed to exploit separately, by means of distinct series of operations. Exceptionally, where the composition and distribution of the crop render this advisable, a working circle for which a definite method of treatment is prescribed may overlap portions or the whole of other working circles for which other distinct methods of treatment are prescribed.

'Blocks' are main divisions of a forest and should be indicated by local names. Their boundaries may conveniently be made to coincide with those of administrative charges such as ranges and beats.

'Compartments' are smaller divisions. Where a forest is divided into compartments, their boundaries should be either natural features—such as streams, spurs, or ridges—or existing land marks—such as roads, rides, fire-lines, etc. They should be indicated by Arabic numbers.

*** Tracts which it is not proposed to work immediately may also, for convenience, be considered as forming working circles.**

A ' coupe ' is the area of forest set aside to be felled in a single year and may or may not constitute a permanent subdivision of the forest. It should be indicated by roman number. A working circle may comprise according to convenience of working one or more series of coupes.

A ' felling series ' is an area comprising a complete series of coupes, each felling series being worked independently of the others.

Working-plan officer.

26.3.46

40. A ' working-plan officer ' is an officer responsible for drawing up or revising a working-plan and may be an officer specially appointed for the purpose or a local officer. In drawing up or revising a working-plan he will be entirely subordinate to the Chief Conservator.

Before a working-plan is commenced, however, the ' location ' of the working circle or circles to be dealt with must be roughly settled, and at this stage the Collector's opinion and wishes shall be put on record in writing, specially on the provision of areas for grazing or browsing and for supply of local requirements in timber, fuel, leaf-manure, etc.

After the ' location ' of the working circle or circles has been settled, the working-plan officer shall make a ' working-plan reconnaissance, ' i.e., a careful inspection of the forest followed by a report containing—

(i) a short description of the area of the forest for which it is proposed to prepare a working-plan;

(ii) short notes on previous working, management and reproduction;

(iii) remarks on demand which exists or may be expected;

(iv) a general outline of his proposals to meet the demand for grazing and forest produce, indicating therein and on a map the working circle or working circles to be formed;

(v) general proposals as regards the accuracy and details required for the preparation of the working-plan, whether valuation surveys will be required and if so, in what degree of detail, with the method of treatment to be adopted and whether the portion of the working-plan which relates to sylvicultural treatment is to be based on area, material with area, or material only.

The report of this working-plan reconnaissance shall embody the views of the Collector in regard to the provision for grazing or other local requirements and shall be submitted to the Chief Conservator through the Conservator. If, however, the opinion of the Conservator is opposed to that of the Collector, the report should be submitted to the Chief Conservator through the Collector. The Chief Conservator will pass orders on the several points raised and return the report to the working-plans officer for elaboration and completion of the Working Plan.

Approval of working-plans.

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41. The working-plan shall then be drawn up under the instructions of the Chief Conservator and submitted to him for orders, accompanied by a short tabulated resume of its prescriptions. In the case of working-plans relating to large areas of timber-bearing forests of economic and commercial importance which require the advice of the Inspector-General of Forests, the

Chief Conservator shall, after consulting the Inspector-General, submit the working-plans for the sanction of Government. He may also, if he thinks it necessary, submit for the sanction of Government any working-plan which does not require reference to the Inspector-General but which is important in respect of its bearing on the local population and on the general future development of the forests. All other working-plans may be sanctioned by the Chief Conservator.

Note.—Before sanctioning any working plan which will necessitate the employment of additional staff, the Chief Conservator should submit to Government, for approval, the proposals for the increased establishment, with full justification for its employment.

In special cases, however, whether it is desirable that the working-plan should be tested by actual working before formal sanction is accorded, the Chief Conservator may arrange with the Conservator concerned for the working of the area on the proposed lines for such period not exceeding three years as he may think fit.

The Chief Conservator may consult the Inspector-General of Forests whenever necessary with regard to any working-plan—**vide Appendix 7.**

Form of working plans.

42. (i) The working-plan shall, as far as possible or necessary, be drawn up on the following lines :—

INTRODUCTION.

PART I.

SUMMARY OF FACTS ON WHICH THE PROPOSALS ARE BASED.

Chapter I.—The Tract dealt with.

Name and situation.
[illegible]
Configuration of the ground.
Geology, rock and soil.
Climate.
Water-supply.
Distribution and area.
State of the boundaries.
Legal position.
Rights and concessions.

Chapter II.—The Forest.

Composition and condition of the crop.
Injuries to which the crop is liable.

Chapter III.—Utilization of the Produce.

Agricultural customs and wants of the population.
Markets and marketable products.
Lines of export.
Methods of exploitation and their cost.
Past and current prices.

Chapter IV.—Staff and Labour Supply.

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Chapter V.—Past Systems of Management.

General history of the forest.
Past systems of management and their results.
Special works of improvement undertaken.
Past yield.
Past revenue and expenditure.

Chapter VI.—Statistics of Growth and Yield.

* * * * *

(To include allotment to quality classes, mean annual increment, current annual increment, yield tables, etc.).

*Chapter VII.—Estimate of Capital Value of the **Forest.***

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PART II.

FUTURE MANAGEMENT DISCUSSED AND PRESCRIBED.

Chapter I.—Basis of Proposals.

General objects of management and brief statement of treatment required to secure them—

(*a*) as regards the attainment of the normal forests and the establishment of normal regeneration;

(*b*) as regards the silvicultural requirements of the species dealt with;

(*c*) as regards the yield of timber and other forest produce;

(*d*) as regards the improvement and regulation of the water-supply.

Methods of treatment to be adopted.

Working circles, their area and distribution, reasons for their constitution.

Period of working-plan and necessity for intermediate revision.

Chapter II.—Working-plan for Working circle.

General constitution of the circle and character of the vegetation.

Blocks and compartments (permanent).

Analysis and valuations of the crop.

Method of treatment (exploitable size, choice of species, sylvicultural system, calculation of the rotation, division into periods, allotment to periodic blocks, felling cycle, calculation of the yield).

Method of executing the fellings.

Tabular statement of fellings to be made.

Subsidiary sylvicultural regulations (sowing, planting, weeding, cleaning, thinning, and supplementary fellings).

Other regulations (grazing, protection, exercise of rights and privileges, collection and record of statistics, and control including forms, records and maps as required here or generally).

CHAPTER FOR ALL OTHER WORKING CIRCLES.

Chapter.

Miscellaneous regulations (prescribed and suggested).

Roads and other export works.

Improvement of waterways and water-supply and methods of exploitation.

Possible development of forest industries.

Buildings.

Maintenance of boundaries.

Surveys and maintenance of maps.

Chapter.

Establishment and labour.

Chapter.

Financial forecast and cost of plan.

SUMMARY OF PRESCRIPTIONS.

Appendices.

(i) Only those appendices required for the elucidation of the plan should be printed therewith.

(ii) The year for which operations are prescribed will be the financial year.

(iii) The amount of detail requisite in the compilation of the working-plans will depend upon the demands which are made on the forests, the nature and value of the produce removed from them, and the other purposes which they are to fulfil. The schedule of headings provided above is intended as an instruction for the preparation of important working-plans. For less important plans and for temporary schemes, only a selection from these headings is required.

(iv) Where the demand exceeds or even equals the possible outturn*, working-plans must be prepared with the greatest minuteness, and everything must be arranged so as to obtain the highest outturn which the forest is capable of returning under the most careful management. Where, on the other hand, the demand is as yet below the ordinary capability of the forest, a more simple and expeditious procedure may be followed.

(v) With a view to bringing all important forests, for whose produce a demand exists or is likely to arise in the near future under systematic management as soon as possible, the first working-plan may be of a simple description and based on such data as may be readily obtainable to be succeeded by more accurate plans as the detailed information required for their preparation becomes available.

(vi) The officer who prepares a working-plan will be held responsible for the accuracy of the statistical information it contains: provided that in cases where the conditions are such that the collection and record of such information can safely be entrusted to his subordinates, the names of such subordinates shall be mentioned in the working-plans report. The working-plans officer must, under any circumstances, make a personal inspection of all portions of the area dealt with, which it is proposed to exploit under the provisions of the plan and satisfy himself that all information, however collected, in respect of such portions is accurate.

Deviations from working-plans.

43. When a working-plan has received the sanction of the Chief Conservator, no deviation shall take place from its prescriptions with the following exceptions, and under the following authority:—

Slight deviations not amounting to a revision of the principles adopted, in deficit of prescribed working either of material or area, may be sanctioned by the Conservator, who will subsequently report the matter to the Chief Conservator. Considerable or continuous deviations in deficit require the sanction of the Chief Conservator.

Working in excess of the prescribed amount may be sanctioned by the Conservator when such excess, either of material or area, is caused by the accumulation of balances due to deficit working in previous years. In any other case of excess working, the sanction of the Chief Conservator is necessary.

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* For definition of "outturn" see section 45.

For changes in the character or principles of working, the sanction of the Chief Conservator should be obtained; but the Conservator may act in anticipation of such sanction in the case of fire or any sudden accident necessitating a change of plan.

All proposals involving deviation, which require the sanction of the Chief Conservator under this section, shall be submitted to the Chief Conservator by the Conservator.

Copies of the orders sanctioning modifications must be recorded with the working-plan and referred to in the remarks column of each control form.

The revision of a working-plan requires the same formalities as the original preparation of a working-plan.

Control books, journals and maps.

44. For the control of all areas under working-plans, the following records will be maintained in the Divisional Forest office :—

(1) *The Control Book.*—This record shall ordinarily be maintained for each working circle and shall be written up annually. The objects of the control book are—

(*a*) to compare the actual exploitation of the year (such as felling, girdling, extraction of minor produce and grazing) with the prescriptions of the working-plan;

(*b*) to record the yield of timber and other produce and the revenue derived therefrom;

(*c*) in the event of the area or quantity of material exploited in any year being less than that prescribed in the working-plan, to provide for the bringing forward year by year of the balance still available for exploitation, until it is exploited or written off under competent authority;

(*d*) in the event of any exploitation in excess (whether of material or area) of the prescriptions of the plan, to provide that such excess shall, unless orders to the contrary are issued by competent authority, be deducted from the quantity prescribed for exploitation in future years;

NOTE.—When the prescriptions of the working-plans are by sub-periods and not by years, these instructions should be applied accordingly.

(2) *The record of works.*—This is a brief record to be written up annually for each working circle of all works carried out in connexion with the construction and repair of communications and buildings, wells and tanks, and in connexion with demarcation, sowing, planting, fire protection, climber cutting, improvement felling, thinnings, cleanings, and other forest operations when they are distinct from the main exploitation operations prescribed in the working-plan. To provide for a record of operations not definitely prescribed in the working-plan, the record of works should, when necessary, be divided in the following manner and kept up accordingly :—

(i) Prescriptions of the working-plan.

(ii) Measures suggested in the working-plan.

(iii) Measures neither prescribed nor suggested in the working-plan but carried out during the year.

object of control journal

(3) *The Control Journal.*—This is a register in which are recorded all noteworthy occurrences, bearing on the management and improvement of the forest, more particularly on the state of the reproduction of the more valuable species and on the suitability or otherwise of the system of management prescribed in the working-plan. The main object of the journal is to record observations on the spot and information not obtainable from prescribed forms. The information should be limited to observations made in the field and should be signed and dated. The unit of area for which the Control Journal should be maintained when not laid down in the working-plan itself should be fixed by the Chief Conservator, and as it is of great importance to ensure continuity, the unit of area once fixed should not be changed without the fullest consideration.

V9

A summary of annual revenue and expenditure in such a form as will facilitate comparison with the financial forecast in the working-plan must be included.

The journal must be written up by the District Forest Officer himself or by one of his gazetted assistants. The information should be indexed under the headings prescribed in each working plan.

(4) *Control maps.*—A map showing the result of fire protection will be prepared and maintained in such manner as the Conservator directs. In addition, maps showing the progress of fellings, girdlings, artificial and natural reproduction and sylvicultural operations will be maintained when considered desirable, if not already prescribed in the working-plan.

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(5) The control of the due carrying out of the prescriptions of working-plans rests with the Conservators who shall fix the due dates for each division by which the District Forest Officer should submit the yearly returns in duplicate. The returns shall consist of—

(*a*) An abstract of Control Book.
(*b*) An abstract of Record of Works.
(*c*) Copies of the entries made during the year in the Control Journal.

(6) Conservators will, as soon as possible after the necessary check has been carried out, submit to the Chief Conservator a copy of the financial statement comparing the actuals with the forecast in the working-plan.

B.—ACCOUNTS OF TIMBER AND OTHER STOCK, ETC.

Fellings, gross yield outturn.

45. All trees to be exploited must be marked and measured, the measurements, except as provided for in section 46, being recorded in Form No. 2. The produce of all fellings must appear either in Form No. 2, No. 3, No. 8 or No. 11.

The 'gross yield' of a forest is the *total* volume (in cubic feet, solid) or quantity of *all* produce felled or cut, whether removed and utilized or not. The 'outturn'* or net yield comprises such portion of the gross yield as has been or will be utilized.

Wastage or material which cannot be utilized will be written off (vide sections 66 and 72) in Forms Nos. 4 and 5. The outturn of all other fellings must appear in Form No. 8 or No. 11.

Accounts to be maintained in furnishing sandalwood returns.

46. The value of sandalwood is so great that it is of paramount importance to protect Government against loss at every stage of sandalwood operations beginning with the enumeration of trees, felling, rough dressing and final cleaning and classification, and depot storage, until the wood is sold. The detailed procedure to be followed and the accounts to be maintained for the purpose will be regulated by the set of rules and instructions issued separately on the subject.

Depots.

47. Under the system of Government working two classes of depots will be established—

(1) forest depots; and by D.F.O

(2) sale depots. by collector + Conservator

In some cases special plots will, from time to time, be selected by the District Forest Officer as *forest depots*, but where this is not done, the areas in which the fellings have been made will be considered as such depots.

All places at which timber or other forest produce is habitually stored for sale are called *sale depots*. No such depot shall be opened or closed without the approval of the Collector and Conservator or of the Chief Conservator in the case of depots dealt with directly by the Forest Utilization Officer.

Rules for the maintenance of registers in depots.

48. The following general rules are framed to regulate the registers and returns required from either class of depot. These rules may be modified by the Conservator, so as to meet the special requirements of any particular depot. In the case of forest depots, it may often be desirable to simplify the registers of receipts and disposals, and the Conservator may issue instructions accordingly.

Registers of receipts and issues.

49. The marking of all timber trees for felling, and the gross yield of all timber resulting from such fellings carried out by Government Agency will be shown in Form No. 2, unless in any particular case a special form is prescribed for the purpose under a sanctioned working-plan, the outturn being transferred to Forms Nos. 3 and 5, provided that the Conservator shall be competent to order that Form No. 2 is not necessary in any special case as in the case of improvement fellings, thinnings, etc. The gross yield of all other fellings by Government agency will appear in Forms Nos. 3 and 5. As the timber and other forest produce reaches a forest or sale depot, it will be shown in the register of receipts (Form No. 3) and on its despatch or disposal in the register of disposals (Form No. 4). The depot number in column 5 of Form No. 4 must correspond with the number in column 1 of Form

vide P.166 for for

*** 'Outturn' comprises all forest produce which is brought on to any stock or sale return including that provided for in section 60, as well as outturn of illicit fellings.**

No. 3. Separate registers should, as a rule, be kept for each description of produce—such as.

(*a*) timber, including drift and waif wood.
(*b*) bamboos.
(*c*) fuel, and
(*d*) other forest produce.

Form No. 3 should be closed and the balance on hand brought forward to a fresh account on the 1st April of each year.

Timber received in sale depots to be measured and marked.

50. When trees are logged or otherwise converted into timber, each piece shall be immediately marked with the number of the tree and letter of the log or scantling, and when received in a sale depot, the depot number shall also be conspicuously marked on each piece, which will be separately entered in the depot register, measured and carefully arranged. The measurements of the logs must be entered directly they have been taken charge of in the depot. Scantlings, if of uniform measurement, may be registered in lots and each piece will be marked with the depot mark.

Logs and scantlings, when sold, will be marked with the sale hammer which should be in the personal custody of the officer entrusted with the work by the District Forest Officer. On no account should any one else have access to the sale hammer.

In fuel sale depots, the receipts in Form No. 3 are shown in tons and the form must be balanced at the close of each day's transaction—the headings of columns 6–10 being altered as follows :–

Receipts.				Sales.				Balance.	
Daily.		Running total.		Daily.		Running total.			
TONS.	LB.	TONS.	LB.	TONS.	LB.	TONS.	LB.	TONS.	LB.

When any forest produce is moved from one depot to another it shall be accompanied by a detailed invoice in triplicate, the receiving depot-keeper shall sign and return two copies of the invoice to the despatching depot-keeper and the concerned Range Officer and file the triplicate with his accounts.

These provisions should also be applied, as far as is practicable. to forest depots.

Monthly depot returns.

51. The following returns will be submitted monthly from each forest and sale depot to the Range Officer who will submit consolidated returns in the same forms to the District Forest Officer :—

Form No. 5—Receipts and issues of timber and other produce.
Form No. 6—Sales of timber and other produce, including drift and waif wood.

The officer in charge of the depot will certify at the foot of Form No. 5 that the amount of timber and other produce entered as balance on the day of submission is correct.

Sale of timber, etc., collected by Government agency.

52. Form No. 6 will show the sales, the proceeds of which are credited under the head " X. Timber and other produce removed from the forests by Government agency," and so much under the head " X. Drift and waif wood and confiscated forest produce " as is obtained by the sale of drift and waif wood and confiscated forest produce collected by Government agency.

The entries in this form will consequently comprise all disposals by sale of timber and other produce shown in Form No. 5, the totals for forest depots and sale depots being shown separately.

Separate returns for drift timber operations.

53. From divisions where drift timber operations are of sufficient importance, separate returns may be required in Forms Nos. 5 and 6.

Taking stock at sale and forest depots.

54. The stock at each sale and forest depot must be counted periodically at such intervals as the Conservator may direct, the depot books being balanced at the time of counting. A special report of each taking of stock must be submitted to the Conservator.

Receipt book for produce sold from depots.

55. The general receipt form in triplicate in C.F. No. 140 is a receipt book used for all payments except those for which permits are issued. On each *cash* transaction taking place, a receipt should be given to the purchaser, while a copy is forwarded to the Range Officer for submission to the District Forest Officer, with his monthly accounts and the counterfoil forms the depot copy.

The pages of the receipt books must be numbered before they are supplied to the depots.

The issue of receipts in manuscript is prohibited. A notice to the effect that such receipts ought not to be accepted by purchasers must be exhibited both in English and in the Indian language in some conspicuous place in each depot.

Permit for timber or forest produce sold otherwise than from depots.

56. For all timber or other forest produce sold otherwise than from forest or sale depots, a permit must be given by the persons authorized to grant it before any of the aforesaid produce can be removed by the purchaser. This permit will, in general, be issued only after payment in full of all dues. The form of the permit may be altered by Conservators under the orders of the Chief Conservator as circumstances may require.

Return showing sales from forest of produce cut by purchasers.

57. All timber and other produce cut, collected and removed from the forests by consumers and purchasers will be entered in a monthly statement prepared in Form No. 8.

Form No. 8 will show all sales of which the proceeds are credited under the head " X. Timber and other produce removed from the forests by consumers or purchasers " arranged and totalled in horizontal lines under their respective detailed heads.

Outstandings on account of revenue.

58. All items of revenue, including those shown in Forms Nos. 6 and 8, which are not fully realized during the month, will be entered in detail in Form No. 9 (outstandings on account of revenue). The return for March in each year will be accompanied by a brief explanation of the circumstances under which each item of revenue, which has been outstanding for six months or more, remains unadjusted.

If any outstanding revenue becomes irrecoverable it should be written off the accounts under the orders of the competent authority—see Appendix 23, Madras Financial Code, Volume II. Such amount should be entered in Form No. 9, in the column " Recoveries during the month, " the authority for the entry being quoted in the " Remarks column."

When leases are granted for certain fixed periods for the collection of produce, the whole amount of the lease should be shown in Form No. 9 as outstanding, and full details must be given in the remarks column stating the dates on which instalments are payable. But in the case of leases which are granted at a fixed amount per annum, only the amount due *for one year* should be shown as outstanding in this form. An estimate should, whenever practicable, be made of the quantity of produce removed, and the total estimated quantity should be shown in Form No. 8 once only, when the amount of the lease appears in column 6 of that form.

A register of leases in Form No. 10 shall be maintained in every Divisional Forest office; in this register all leases, whether of land or of forest produce shall be entered, but in the case of land leases for a term of years, only actual outstandings to date need be shown in Form No. 9. No land in a reserved forest shall be leased to any person other than a British subject or a subject of an Indian State except with the previous permission of the Government.

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The Chief Conservator may sanction the payment to local boards of cesses on lands in reserved forests leased to hillmen for the purpose of securing labour.

Instructions for preparing and checking Forms Nos. 5, 6, 8 and 9.

59. The instructions for preparing and checking Forms Nos. 5, 6, 8 and 9 are contained in Appendix 8 to this Code. A

Free grants, etc.

Form 11

60 All free grants of timber or other forest produce from reserved forests, either under the control of the Forest department or panchayat, and reserved lands, and all free grants from unreserved lands in excess of the privileges allowed by the rules under section 26 of the Forest Act require the sanction of Government, if they exceed the following values :—

	RS.
(1) For the construction of large works of public utility such as railways, tramways, and the like and to village communities, public bodies, departments of Government or sections of the community in their collective capacity	2,000
(2) In other cases	500

Within these limits and subject to the principle that no free grant is ordinarily admissible to another department of Government unless the Forest department will benefit thereby, such grant may be sanctioned by the Chief Conservator. In the case of reserved forests handed over to the Revenue Department, the powers of the Chief Conservator of Forests will be exercised by the Board of Revenue. Every free grant for the construction of a railway or tramway must be reported at once to the Government.

Free grants should generally be sanctioned only in cases of real emergency such as fire, flood and other calamities causing sudden damage or distress. Such grants on grounds of poverty alone should be restricted to really deserving cases. Collectors are empowered in cases of poverty or special calamity or in other exceptional cases to issue free grants to village communities or private individuals up to an aggregate value of Rs. 1,000 or Rs. 200 respectively.

All applications for a free grant should state the money value of the grant applied for, and if they exceed the Collector's power of sanction, should be submitted to the Chief Conservator of Forests through the Conservator of Forests.

District Forest Officers may, on their own responsibility, make such grants from reserved forests and reserved lands under departmental control and from unreserved lands worked by the department, to village communities to an aggregate value of Rs. 250 and to private individuals up to Rs. 50 in each case. In similar cases the Revenue Divisional Officers are empowered to sanction free grants of similar or other produce, only from unreserved lands managed by the Revenue department to village communities to the aggregate value of Rs. 100 and to private individuals up to Rs. 50 in each case. Grants exceeding the above limits should receive the approval of the Collector.

All free grants should, if possible, be supplied from unreserved lands, and, when this is not possible, from the nearest reserved forest whether under Forest or Panchayat control provided that the provisions of any working plan covering the area shall not be contravened without the formal sanction of the Conservator in the case of reserved forests and lands under departmental control or the competent authority in the case of panchayat forests and other lands. The District Forest Officer should be consulted before the grant is sanctioned from working plan areas under departmental control and the removal of produce need not be delayed till formal sanction of the deviation is accorded. Free grants from forests under panchayat control shall, however, be confined to those villages which the Panchayat forests serve as grazing and fuel grounds.

All free grants made from reserves or reserved lands or from unreserves worked by the department will be entered in a register (Form No. 11). Produce removed by right-holders or under privileges granted by Government should, if possible, be shown in the same form, the nature of the right or privilege being shown in the remark column.

NOTE.—A Collector or Divisional Officer cannot make, under the above rules, separate grants at one time to a number of individual members of a village to an aggregate amount indefinitely in excess of the amount he could grant to a village community as a whole. Grants made on any one occasion to several private individuals for a common purpose should be considered as made to sections of the community in their collective capacity and the powers of sanction exercised accordingly. In other words, the power of sanction by Collector and Divisional Officer is limited to Rs. 1,000 and Rs. 100, respectively.

Accounts of office stores, tools and plant and other equipment of the Forest department.

61. Office stores, tools and plant and other equipment of the Forest department will generally be classified as follows :—

(1) Surveying and other instruments.
(2) Machinery and tramways.
(3) Tools.
(4) Furniture.

(5) Tents.
(6) Uniforms and accoutrements.
(7) Miscellaneous.

NOTE.—(1) The stores described in this section do not include timber and other forest produce for which separate accounts are maintained—see sections 45–57 and 59.

(2) For the preparation of the annual abstract, in Form No. 41, of Stores, tools and plant required for the purpose of the Administration Report a simple " Summary of Stores " on the lines of an enlarged index should be maintained, in which an entry will be made every time one is made in the register (Form No. 12) so that the balance of any group of articles is readily ascertainable without having to balance the register. An example of the summary is given below :—

SUMMARY OF STORES.

Survey and other instruments.

Receipt.						Disposal.						Balance.			
Page number.	Item number.	Number of articles.	Value.			Page number.	Item number.	Number of articles.	Value.			Number of articles.	Value.		
			RS.	A.	P.				RS.	A.	P.		RS.	A.	P.
1937–38															
Closing balance of 1936–37												142	1,789	7	1
89	11	24	48	0	0	87	4	..	1	8	0				
92	22	1	96	0	0	89	11	1	1	8	0*				
						..	..	..	2	6	0*				
						..	..	1	1	0	0				
						..	..	..	2	13	0				
						..	..	4	8	0	0				
						..	..	4	8	0	0				
						90	..	1	4	0	0				
						..	..	1	3	6	9				
						..	..	1	3	6	9				
						..	..	1	16	3	0				
						..	..	1	1	14	0				
						91	..	1	1	3	0				
						..	..	4	3	7	0				
						..	..	2	3	12	9				
Total		25	144	0	0	..	..	22	62	8	3	145	1,870	14	10
1938–39															
Brought forward												145	1,870	14	10
7	11	12	22	8	0	6	11	3	6	0	0				
..	..	9	14	14	0	7	..	1	1	13	0				
						..	..	2	1	12	0				
						..	..	1	0	14	0				
						..	..	1	1	10	6				
						8	18	1	1	4	0				

* Value recovered.

A register (Form No. 12) of all receipts and disposals of the classes of stores and tools and plant enumerated above, shall be kept in each Divisional Forest office. This register must be written up as articles are received and disposed of, and should be closed and balanced periodically as directed by the District Forest Officer. Each article of furniture should be marked with a number which will be its permanent number in the register. The value of each item entered in the register shall be the cost price of acquisition and will remain at that price in the register until finally disposed of. The stock should be verified at least once a year either by the head of the office or by the head ministerial officer and a certificate of check should be submitted to the controlling officer, where there is one, signed by the head of the office who will be held responsible for the proper maintenance of the registers and the correctness of the verification report, whether he conducts the verification himself or entrusts it to a ministerial officer—see also Articles 143 and 144, Madras Financial Code, Volume I.

Columns (12) and (13) of the register in Form No. 12 are intended to show the total stock of stores, tools and plant in the Division and not merely the stock at headquarters. Issues to Rangers which do not affect the Division stock, should be entered in columns (9) to (11) in red ink while final disposals, by loss, depreciation, write-off or transfer to another division should be entered in black ink.

A similar register will also be kept in the office of each Conservator, who will prescribe the form of the register to be kept in Range offices.

The District Forest Officer should further maintain separate registers (Form No. 13) of stores issued to each range under his charge. A list of the stores issued should accompany each issue and should be returned to the Divisional Forest Office with the receiving officer's signature. These lists will be numbered to correspond with the entries in Form No. 13 and on being returned should be filed with that register. The District Forest Officer should take his register with him when inspecting the range and should check the stores actually in hand.

NOTE.—*Tents.*—The rules regulating the supply and maintenance of tents are contained in Appendix 9 to this Code and must receive the very careful attention of officers.

A

Register of buildings.

62. An account should be kept of forest headquarter bungalows, rest-houses, range and depot houses, and other departmental buildings in the register of buildings prescribed for the purpose. The register provides for the exhibition of the name of building, the date of erection, purchase, capital value, etc. The register will be a permanent record to which it will only be necessary to issue the necessary addenda and corrigenda, whenever a new building is constructed, or an old one is demolished, or further changes are made to the existing buildings involving change of capital cost.

In this register the cost or assessed value of the land comprised in the property will be shown separately from the value of the building or buildings thereon. In the case of a purchased property the price paid should be apportioned between the land and the building. No attempt need, however, be made to distribute to individual buildings the value of the land covered by a group of buildings.

When any alteration is made in an existing building it shall be the duty of the District Forest Officer to see that the original plans of the building are corrected on the completion of such alteration.

The following plans, for such of them as may be required in divisions, should be maintained by the District Forest Officers :—

(*a*) Copies of all standard plans of buildings.

(*b*) Complete plans, sections and elevations of every building in the division as actually constructed, the boundaries of the ground attached to any building being distinctly shown.

(*c*) Plans of roads showing the quarries whence metal or gravel is obtained.

Register of roads, wells and tanks.

63. A separate account should also be kept in Divisional Forest offices, of all permanent departmental roads, wells and tanks in the forms prescribed for the purpose. + wells

Returns of livestock.

64. In those divisions where Government elephants or cattle are kept, an account should be kept of the livestock both in the Divisional Forest and Range offices in Form No. 14 and a quarterly report on the work done and the cost of upkeep must be submitted to the Conservator in Form No. 15. Any noteworthy divergence from the figures of previous quarters should be explained in the remarks column. These reports must be carefully scrutinized by the Conservator.

Sales of forest produce, livestock and stores.

65. No sales shall ordinarily be effected without payment in full at or before the time of delivery.

Credit sales permitted in exceptional cases only.

Conservators may, however, authorize Forest Officers of and above the rank of Ranger, in exceptional cases, and under such conditions regarding time of payment as they may lay down, to effect sales without payment in full at the time of delivery.

Every such transaction, of which the value exceeds Rs. 1,000 should be reported to the Chief Conservator, through the Conservator; and if the value exceeds Rs. 10,000, the previous sanction of Government should be obtained. Departmental sales of firewood on credit to railway companies are exempted from the operation of this rule.

Sales to public departments, with which the accounts are adjusted by book-transfer, are exempted from this rule. Exceptions may also be authorized by Government in the case of special transactions with other purchasers.

When stores or other materials purchased by the department are supplied to other departments or sold to private individuals, an additional charge of 10 per cent over the book value should be levied to cover the cost of supervision, storage and contingencies.

Powers of Rangers to sanction petty sales.—Range Officers in charge of Ranges are empowered to sanction the sale of condemned stores and property seized in forest offences, up to a value of Rs. 10, in each case. During their annual inspection of the Range offices, District Forest Officers should check whether the sanctions granted are in order and examine the sale lists.

Powers of sanction for sale, transfer or dismantlement of buildings.

66. Subject to the restrictions laid down in Appendix 25, Madras Financial Code, in cases where buildings are disposed of with their sites and attached lands, the Chief Conservator and the Conservators are empowered to sanction the sale or dismantlement of buildings or portions of them when the book value of the buildings does not exceed Rs. 5,000 and Rs. 2,500, respectively. Before the sale is ordered, the Collector of the district should be consulted as to whether the building is required for any department of Government. When it is proposed to sell or dismantle a portion of a building, the value of the entire building, and not the portion alone, shall be taken for the purpose of determining the authority that is competent to sanction the sale or dismantlement. They are also empowered

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to transfer buildings in charge of the Forest department, when vacated, for occupation as offices, when the capital cost is within the limits specified above, to other departments, in consultation with heads of departments, without reference to Government except in the following cases, viz. :—

(1) when it is proposed to transfer a building to local boards or private bodies or to any department of the **Central Government,**

(2) when the building belongs to the Central Government,

(3) when two or more departments ask for the same building.

In these cases the orders of Government should be obtained before the transfer is made.

The orders of Government should likewise be obtained when residential buildings have to be classified permanently as non-residential and *vice versa*. "Kacha" buildings will, however, be exempted from the operation of this rule.

Conservators may also transfer livestock, stores, tools or plant from one forest division to another within their respective charges, transfers from one circle to another being made by the **Chief Conservator.**

Powers of sanction for writing off unused permits, dryage of fuel, sandalwood, valuable timber, stores, etc.

No timber or other forest produce, no dryage or wastage of fuel, sandalwood, etc., and no livestock, unused permit forms, stores, tools, plant or furniture may be written off the accounts of District Forest or Subordinate Officers without the sanction of the competent authority.

The powers of Forest Officers in regard to write off will be as follows :—

Deficits due to dryage and wastage.	District Forest Officers—*See* Section 72. Conservators up to Rs. 2,500. Chief Conservator of Forests up to Rs. 5,000.
In respect of items other than deficits due to dryage and wastage.	District Forest Officers—*See* Section 72. Conservators up to Rs. 1,000. Chief Conservator of Forests up to Rs. 5,000.

V.I write off

The sanction of Government is required when the value exceeds Rs. 5,000.

Applications for sanction to write off dryage or wastage should be submitted in Form No. 7.

CHAPTER III.

DUTIES OF OFFICERS AND OFFICE BUSINESS.

A.—District Forest and Range Officers.

Relative position of Collector, Conservator and District Forest Officer.

67. (1) The District Forest Officer is responsible for the general management of the forests situated in his division and possesses direct control over the forest establishment employed therein.

(2) The Collector as the head of the district possesses general supervision over the District Forest Officer who shall, pending any reference to higher authority, obey any orders which the Collector may issue. The Collector may call for any paper or any information from the District Forest Officer.

(3) The Conservator is the Chief Forest Officer of the Circle under his charge and possesses complete control over the District Forest Officer in respect of those matters which are specified in clause (4), while in the matters specified in clause (5) the Conservator's control is subject to the powers vested in the Collector.

(4) In the following matters the Collector may *prima facie* be presumed to have no concern and they may be conducted by the District Forest Officer subject to the control of the Conservator, namely :—

(*a*) Sowings and plantings and silvicultural operations of all kinds, valuation surveys, fellings, extraction and disposal of forest produce and any other matters of a purely professional and technical character in so far as they do not affect interests outside the Forest department,

(*b*) statistics and accounts, livestock, stores, tools and plant, books and maps, stationery and printing, furniture, uniform and accoutrements, tents and camp equipments, and

(*c*) subordinate forest establishments, their appointment, leave, pay, pensions, allowances, promotion, transfer, touring and conduct :

Provided that the Collector may direct that any matter enumerated in sub-clause (*a*) above shall be dealt with under clause (5) of this section and provided also that any general proposals for modification in the strength or method of employment of subordinate forest establishment shall not be held to be covered by this clause.

(5) In all matters not covered by clause (4) the Collector shall be presumed to be interested and the District Forest Officer shall be bound to keep him fully informed, both by personal conference and otherwise, of all matters of importance. In particular, in matters in which the Forest department comes into direct contact with the public and other departments, such as proposals for reservation and disafforestation, rules for the management of reserved and unreserved lands and the levy of seigniorage, game rules, timber transit rules, grazing, the formation of forest panchayats, the supply of firewood for the public, the issue of timber for agricultural and domestic purposes and the like, no orders other than of a routine nature shall be issued by the District Forest Officer without the prior assent of the Collector. If the Collector does not approve of the District Forest Officer's proposals, the Collector's decision will prevail, unless the District Forest Officer elects to refer the matter to the Conservator. In that case the reference to the Conservator shall be submitted through the Collector and, if the Conservator differs from the Collector he shall refer the matter to the Chief Conservator, who, if he does not agree with the Collector, shall submit the correspondence to Government for decision. If he agrees with the Collector, he shall pass orders accordingly.

Correspondence of Divisional Forest offices.

68. All correspondence issued from the Divisional Forest office will issue in the name of the District Forest Officer and all correspondence intended for the District Forest Officer shall be addressed to him. Letters on the subjects referred to in section 67 (5) from the District Forest Officer to the Chief Conservator will pass through the Collector. The Chief Conservator will communicate his orders on such letters direct to the District Forest Officer and will himself send copies of all such orders to the Collector for information.

All correspondence addressed to the District Forest Officer shall be opened by him in person and he may, if circumstances permit, take with him into camp his current register and all currents, except those relating to accounts, so that papers may be promptly disposed of without reference to headquarters. Covers superscribed "Accounts" shall be opened by the head clerk of the Divisional Forest office during the absence of the District Forest Officer on tour. Telegrams, addressed to the District Forest Officer and received at headquarters when he is in camp, may, if circumstances permit, be opened by a gazetted officer at the District Forest Officer's headquarters and passed on to the head clerk of the Divisional Forest office for immediate action, unless the contents of the telegram are such as should be kept confidential, in the opinion of the officer who opens it, in which case he will place it in a sealed cover and forward it to the head clerk of the Divisional Forest office for immediate transmission to the District Forest Officer in camp. If there is no such officer at headquarters, the District Forest Officer may authorize his head clerk to open telegrams received at headquarters when he is in camp.

[illegible]

In the absence of the District Forest Officer on tour, the head clerk may sign fair copies of approved drafts, the following form being adopted :—

(Signed)

Dated Camp

(True copy)

(By order)

Head Clerk.

NOTE.—Fair copies of orders sanctioning payment of money should, however, be signed only by the sanctioning authority or, if he is in camp, by any gazetted officer at headquarters.

Correspondence between District Forest Officer, Collector and Conservator.

69. The District Forest Officer shall communicate freely with the Collector and with the Conservator by office-note and shall not adopt the letter form except in matters which are likely to go beyond the Collector and Conservator. The District Forest Officer shall not address the Chief Conservator except through the Conservator.

Correspondence between Collectors and the Chief Conservator.

70. All correspondence between Collectors and the Chief Conservator on forest matters except as provided in section 76 shall pass through the Conservator of the Circle. A copy of the Conservator's endorsements on letters from Collectors to the Chief Conservator shall be despatched to the Collector concerned on the same day as the originals are despatched to the Chief Conservator. The Conservator shall also furnish the Collector with a copy of any letter on forest matters falling within clause (5) of section 67 which he may address to the Chief Conservator, if that letter relates to matters within the Collector's district.

Correspondence between Forest officers and Tahsildars.

71. The District Forest Officer writing in his own name to a Tahsildar shall employ the same form of address as is used by Divisional Officers. The Tahsildar, in addressing the District Forest Officer, should use the forms employed in addressing a Divisional Officer.

Range Officers will adopt the form of *yathast* or official memorandum when corresponding with Tahsildars. Foresters will adopt the *arzi* form in addressing the Tahsildar, who will reply by *takid*.

Imp

Powers of District Forest Officer.

72. All District Forest Officers may exercise the following powers to the extent shown below :—

Details of powers.	Limits imposed.
1. To transfer Range Officers in the District subject to report to the Conservator.	..
2. To grant leave to Rangers and other non-gazetted staff subject to report to the Conservator.	One month.
	RS.
3. (*a*) To write off unserviceable stores, tools and plant except missing stores.	100
(*b*) To write off damaged (but not missing) permits without face value.	100
(*c*) To write off dryage and wastage of all forest produce of a sale value of.	100
(*d*) To write off furniture of a book value of ..	100
(*e*) To write off unsaleable produce	100
4. Subject to budget provision and approval by the Conservator in the Plan of Operations—	
(*a*) to sanction the purchase and repair of stores, tools and plant.	100
(*b*) to sanction expenditure on new works ..	250
(*c*) to sanction ordinary expenditure	1,000 2500
(*d*) to sanction purchase and repairs to furniture..	100

(e) to sanction expenditure on petty repairs to tents Rs 20/- per set of tents annually (e)

Correspondence with the Accountant-General and monthly accounts.

73. The District Forest Officer shall forward monthly accounts direct to the Accountant-General.

Half-yearly Revenue business returns to the Conservators.

74. District Forest Officers should submit to Conservators by the 10th of the month following each half-year, statements in the following form which should be reviewed by Conservators. Range Officers need not be required to submit this return.

Statement showing the despatch of the revenue business of Forest division during the half-year ending 194 .

Number of serial numbers pending at the beginning of the half-year.	Number of serial numbers received or initiated during the half-year.	Total of columns (1) and (2).	Number of serial numbers disposed of finally.			Remaining in arrears.					Remarks.
			Out of the serial numbers shown in column (1).	Out of the serial numbers shown in column (2).	Total of columns (4) and (5).	One month or less (counting from date of registration of first current in file).	More than one month and not more than six months.	More than six months and not more than one year.	More than one year.	Total of columns (7) to (10)	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)

NOTE.—This return should be accompanied by a separate list of all papers more than one year in arrears [column (10) of the return] showing—

(1) (*a*) the date of each such paper,
(*b*) brief abstract of the subject-matter,
(*c*) explanation, in brief, of cause of delay, and
(*d*) date of last reminder sent to officers against whom papers are pending.

(2) The number of cases under columns (7) to (10) brought to the call book should be noted separately under the total figures in the return.

PRICE, 3 *pies*]

FIRST LIST OF CORRECTIONS TO THE MADRAS FOREST DEPARTMENT CODE, 1945, EDITION.

Page 34, *Section* 72.—*Insert* the following after item (4) (*d*) :—

" (*e*) to sanction expenditure on petty repairs to tents—Rs. 20 per set of tents annually."

Weekly reports of the District Forest Officer and his gazetted Assistants.

75. Soon after the close of each week, the District Forest Officer will submit to the Conservator through the Collector, his report as well as that of his gazetted Assistant, if any, in diary form, of the work done during the week and of his observations, made on tour. The Collector will record his observations and will forward the reports to the Conservator who will return them with his orders and remarks to the District Forest Officer direct, unless the orders and remarks relate to matters which are directly the concern of the Collector, in which case they will be sent through the Collector.

Similar weekly reports will be sent by the Range Officer to the District Forest Officer, by the Working Plans Officers to the Working Plans Personal Assistant, by the Provincial Silviculturist to the Conservator, Ootacamund Circle, and by the Forest Engineer, the Forest Utilization Officer and the Assistant Forest Utilization Officer to the Chief Conservator.

The weekly reports may also be made use of to obtain the suggestions of the controlling officers on minor matters of professional work.

Suits by or against Forest Department.

76. In all matters relating to forest suits the District Forest Officer should promptly consult the Collector and act on his advice. The Collector will deal with a suit by or against the Forest department as though it related to the Revenue department and will take action in accordance with the directions contained in Chapter IX of the Board's Standing Orders, subject to the modifications detailed below.

The District Forest Officer will keep the Conservator informed of the progress and results of suits. District Forest Officers should report to the District Magistrate before commencing proceedings in any grave or unusual criminal case (see also paragraph 9 of Appendix 4) and obtain his sanction before retaining a pleader in the prosecution of any case. The procedure detailed in Board's Standing Order No. 98 must be observed in the conduct of defence or prosecution on behalf of public officers in criminal courts (*see* paragraph 14 of Appendix 4).

Notice of suits.

(i) *Notice of suits* (*Board's Standing Order No.* 92).—The Collector will receive notice of suits relating to the Forest department and act on behalf of Government in all such suits by signing plaints, pleadings, etc. If the proceedings complained of in the suit are found to have been wholly indefensible, the Collector should immediately grant redress, with the concurrence of the Chief Conservator, and, in doubtful cases, refer the matter for the orders of Government through the Chief Conservator. In regard to suits connected with the offices of the Forest Utilization and the Forest Engineer, the Collectors of the districts where the property, the subject-matter of the suit lies, should likewise act on behalf of Government.

Institution or defence of suits.

(ii) *Institution or defence of suits* (*Board's Standing Orders Nos.* 93 *and* 94).—Collectors are empowered to sanction, subject to the prior concurrence of the Chief Conservator, the institution or defence of forest suits which are, under the existing orders, sanctioned by the Board of Revenue and where there is a difference of opinion between the Chief Conservator and the Collector, the case should be submitted through the Chief Conservator to the Government for orders.

The instructions in paragraphs 5 and 6 of Board's Standing Order No. 93 in regard to applications for the engagement of special counsel and about reports of the result of suits should be observed in forest cases, the words "Chief Conservator of Forests" being substituted for "Board" wherever the latter occurs in these paragraphs.

The Chief Conservator is empowered to sanction provisionally the defence at the public expense of any civil suit brought against an officer serving under him for acts done or omitted to be done in connexion with the discharge of his official functions. Such order may, after the conclusion of the proceedings, for sufficient cause, be cancelled or revised. The defence at the public expense need not ordinarily be taken up until the suit has been actually filed. The final decision whether the costs incurred shall be borne by the State or recovered from the officer concerned will rest with Government. Such sanction shall apply only to the defence of a civil suit. Separate sanction should be obtained in regard to the institution of further proceedings arising out of the suit. In all such cases the sanction of Government should be obtained.

The Chief Conservator is also empowered to accord final sanction for the defence of public officers, under his control in civil cases if the fee of the lawyer who may be engaged for the defence is not likely to exceed Rs. 300 in each case.

Note.—The Chief Conservator is also empowered to write off costs, if irrecoverable, up to a limit of Rs. 300 awarded to Public Officers under his control, in civil suits, in which the defence of the officers has been sanctioned at public expense in each case.

Appeals.

(iii) *Appeals* (*Board's Standing Order No.* 95).—When a forest suit has been decided adversely to Government, the Collector should send copies of the judgment-decree and other papers received from the Government Pleader to the Chief Conservator with an expression of his own opinion as well as the Government Pleader's as to whether an appeal should be filed or not. If the Chief Conservator on a consideration of the legal opinion already obtained by the Collector or after taking further legal opinion agrees with the Collector, the case may be disposed of accordingly. If, on the other hand, there is a difference of opinion between the Chief Conservator and the Collector as to whether an appeal should be filed or not, the case should be submitted to Government for orders. Collectors are authorized to oppose first and second appeals preferred to civil courts against decisions passed in favour of Government and to correspond direct with the Government Pleader, Madras, in regard to second appeals. The Chief Conservator can also instruct the Government Pleader, Madras, in such second appeals. The procedure described in Board's Standing Order No. 95 should be followed in regard to the communication to the Chief Conservator and in obtaining legal advice.

Pleader's fees.

(iv) *Pleader's fees* (*Board's Standing Order No.* 97)—(*a*) *Paragraph* 2 *of Board's Standing Order No.* 97.—When Government Pleaders proceed on duty outside their jurisdiction and the payment of fees more than those fixed in Board's Standing Order No. 97 is called for, the sanction of Government should be obtained therefor through the Chief Conservator.

In civil cases including those relating to execution petitions when Government are the decree-holder, the Government Pleader is allowed the full regulation fees, irrespective of the result. In exceptional cases, higher or lower rates may be sanctioned by the Collectors, subject to the limits of Rs. 35 per diem, and of Rs. 100 in each case. Fees exceeding Rs. 100 and up to Rs. 350 in each case may be fixed by the Collectors in consultation with the Chief Conservator and fees in excess of Rs. 350 require the sanction of Government. The maximum fees will not ordinarily be given for each of a number of connected cases when the result is virtually determined by the issue of a single case.

(*b*) When pleaders other than the Government Pleader are engaged, Collectors may, in cases where they can sanction the institution or defence of the suit themselves, settle the fees to be paid to the pleaders in consultation with the Chief Conservator. A daily fee subject to a maximum fee for the whole case should be fixed both in civil and criminal cases. In civil cases, the normal practice should be to fix a maximum fee not exceeding the regulation fee for the case.

(*c*) *Paragraph* 4 *of Board's Standing Order No.* 97.—In all suits and cases, including prosecution, under special and local laws, Collectors can sanction fees to private pleaders, at a rate not exceeding Rs. 25 per day, subject to the limit of Rs. 75 in each case. If the amount exceeds Rs. 75 and is less than Rs. 300 the Collector will fix the fees in consultation with the Chief Conservator. The sanction of Government must be obtained if it is proposed to pay a larger fee than Rs. 300.

In the case of local pleaders other than Government Pleaders the fee should be settled beforehand by special agreement whenever possible. If the fee demanded exceeds the amount which the Collector can sanction, he should settle the fee in consultation with the Chief Conservator, the sanction of Government being obtained when the fee settled exceeds Rs. 300.

(v) With the concurrence of the Chief Conservator, Collectors may sanction the payment of amounts due under the terms of a compromise regarding any forest suit subject to a limit of Rs. 500 in each case. 4.6.46.

(vi) When addressing Government on any matter connected with a forest suit, Collectors should send their communications through the Chief Conservator.

(vii) The Chief Conservator as the head of the Forest department can whenever necessary consult the Government Pleader, Madras, in regard to mufassal litigation and the Government Solicitor in regard to litigation in the Madras City. In cases of great importance in which the opinion of the Advocate-General may have to be obtained the Chief Conservator should address the Government in the administrative department concerned.

Office work how to be conducted.

77. The general system of office work is that which is described in the District Office Manual and is known as the Tottenham system and is applicable to all Forest offices except Forest Range offices where office work will be conducted under the "Disposal number system." In addition to the general directions in the District Office Manual the subsidiary instructions embodied in

Board's Standing Orders (Chapter XV) in regard to correspondence, office routine, arrangement, preservation and destruction of records, petitions and their disposal and inspection of public documents and grant of copies should be carefully noted and followed.

All correspondence should be condensed as much as possible and repetitions and unnecessary detail avoided, as well as the unnecessary use of terms in the Indian language. When such terms have to be given, the equivalent in English should also be added when possible. The names of plants, if given in the Indian language, must be accompanied by the scientific name when known.

Instructions for minimising correspondence in Forest offices.

The following special instructions have been issued regarding correspondence in Forest offices :—

(1) The number of registers and forms to be maintained in Divisional Forest and Range offices should be confined to those prescribed in this Code or under the orders of the Government, or the Chief Conservator, and without the sanction of these authorities no new form should be brought into use.

(2) Each disposing clerk in the Divisional Forest office shall maintain a personal register in the form prescribed in paragraph 20 (2) of the District Office Manual.

(3) Reminders in regard to all references which are more than a month old should be issued by a monthly list to be despatched on a fixed date to the officers concerned with instructions to return the same within a fortnight with their replies in their own handwriting, reminders in urgent cases being issued in the interval only upon the special orders of the head of the office.

(4) The system of correspondence followed in Post offices, under which the original letter is returned to the sender with the reply written in the marginal space provided for the purpose or on the back, should be adopted as far as possible.

(5) The objections on the accounts of subordinate officers should be consolidated in an objection statement to be issued from the Divisional Forest office on a fixed date each month with instructions to the subordinates concerned to return the same with their replies within a specified period.

Records of Forest offices.

78. The records of all Divisional Forest offices and Conservators' offices will be arranged and maintained in accordance with the District Office Manual. The records of the Range offices will be arranged and maintained under the Disposal number system, the main rules relating to which are contained in Chapter XV of the Manual of Administration for Forest Range Officers.

General orders and circulars of the Chief Conservator, the Conservators and the Accountant-General.

79. The general orders and circulars of the Chief Conservator, the Conservators and the Accountant-General will be filed separately, according to number and date, in a 'Circular file' to which an alphabetical index shall be attached. If received in duplicate, one copy will be placed with the record to which it relates. If only one copy be available, and it has special reference to any case, a memorandum of its contents will be filed therewith.

Service Order Book and Office Order Book to be maintained in each Divisional Forest office.

A Service Order Book as prescribed in section 96 and an Office Order Book as prescribed in Board's Standing Order No. 159, paragraph 2, shall be maintained in each Divisional Forest office for orders issued by the District Forest Officer.

Registers of correspondence.

80. Registers of receipts and issues of correspondence will be kept in books. A new series of numbers will be commenced in the register books at the opening of each calendar year.

Registers of books and maps.

81. There will be a Forest library in each Divisional Forest office, and all books and maps must be carefully kept to ensure their remaining in good order and being easily found when required for reference. The books should be kept as much as possible in one place and under the custody of one particular clerk, who will be responsible for their condition and safety. No books should be removed from the library without the permission of the head of the office. When a book is removed, a receipt must invariably be furnished by the officer removing it and the receipt should be returned to him or cancelled when the book is returned to the library. Every officer on receiving charge of the office should satisfy himself that the library is in good condition and, unless he reports at once that the books are out of order or that any volumes are missing, it will be assumed that he received the library in good order and he will thenceforward be personally responsible for any defects which he could have noticed by inspecting the library on his arrival. A register of books in C.F. No. 6 must be kept up. The current number of the register and the date of receipt will be entered on each copy on receipt. The rules for the registry and custody of maps will be found in Appendix 6.

Binding of periodicals.

82. Periodicals, such as Part I of the *Fort St. George Gazette*, and the Forest sheets of the District Gazette, as well as books which are published in parts, must be bound up in volumes, which will usually be yearly. Annual reports and similar publications may also, for convenience of preservation, be bound up in volumes from time to time. A similar procedure will also be adopted in reference to the proceedings of the Chief Conservator.

Notifications and publications in the Forest sheets of the District Gazette.

83. Notifications concerning the management of district forests should be regularly published in the Forest sheets of the District Gazette, as well as abstracts of important orders and communications likely to be of general interest. Orders of dismissal may not be published without the sanction of Government.

Addenda and corrigenda to the Code.

84. The addenda and corrigenda to this and all other Codes and Manuals, the Fundamental Rules, the Board's Standing Orders, etc., must be entered in their places immediately on receipt, the posting of each list of corrections being noted on the fly leaf. The District Forest Officer will be expected to examine, from time to time, all the copies of these publications maintained in his office, so as to assure himself that they are being properly posted.

Stationery and forms.

85. District Forest Officers should take special care as to the expenditure of the stationery and printed forms and books. It should be made the duty of one clerk in the office to keep an account of receipts and issues, and this clerk will be held responsible for the custody of the articles generally.

All office records are Government property.

86. All accounts, books, maps, records and papers of a Forest office are Government property, and the officer in whose charge they are will make them over to his successor on being relieved of charge, or to his departmental superior whenever they may be demanded.

Destruction of useless documents.

see page 95

87. Soon after the close of the financial year, the District Forest Officer will examine the records of his office with a view to the destruction of those documents which may be considered of no further use. A large bulk of the correspondence may be got rid of by destroying forwarding dockets, inquiries and reminders. The 'D' disposal list (relating to papers disposed of under the disposal number system) indicates the year of destruction for any paper that is to be retained for more than ten years. All other papers should be destroyed after ten years. The selection of papers for destruction should be made by the District Forest Officer or his gazetted assistant as many papers intimately connected with questions of ownership of land exist in the records and their preservation is a matter of utmost importance. The destruction of records under the disposal number system will be governed by the rules in Appendix IX to Standing Order No. 169 of the Board of Revenue 1931 edition. The instructions in paragraphs 106 and 107 of the District Office Manual should be followed in the case of records dealt with under the Tottenham system. The destruction of records (including correspondence) connected with accounts is governed by the rules contained in Article 326 of the Madras Financial Code. The rules regarding the destruction of records apply equally to papers filed as to those bundled. Many of the letters relating to questions which have been settled for three full years can also be destroyed, provided the register books contain all that may be necessary to keep on record.

11-6-46

What records to be carefully preserved.

All orders of Government, Board's Proceedings and Chief Conservator's Proceedings and all circulars on important subjects containing authoritative executive orders and rulings and all material papers connected with permanent rights of Government or the public in property of any kind whatever should be permanently retained as well as such documents as register of reserved forests, annual or special reports, rain gauge register, register showing the gross yield of timber fellings by Government Agency in F-2, (such of the District Forest Officer's weekly reports as have been marked by him for permanent retention, and all correspondence relating to boundary questions, to rights and privileges of other persons in the forests, the working plans and to all subjects affecting the general management and history of the forests of the division. Records connected with claims to service and personal matters affecting persons in the service should on no account be destroyed.

Register of annual yield in material of the range (Form No. 1), Classified abstract of cash accounts (F.A. VII) and Register of Revenue and Expenditure (Form No. 49) should be preserved until a working plan or other report embodying a complete account for the forests in question, of the history and statistics during any period considered, has been prepared or revised.

As a general rule when monthly or annual returns have been reproduced or adequately summarised in printed working plans or administration reports, the original manuscript forms, if they have been retained for at least three full years in all, may be destroyed.

Conservators are empowered to order the destruction of useless records in their offices, and District Forest Officers those of their own and Range Officers.

The statement showing the number of years after which certain records may generally be destroyed in all Forest offices is found in A' Appendix 10.

Working-plans and other officers.

88 The above rules apply, as far as practicable, to the Working Plans Officer, Provincial Silviculturist, Forest Utilization Officer and Forest Engineer.

Officers who are not provided with clerks will conform, as nearly as possible, to the above rules. They may, under ordinary circumstances, dispense with copying letters, but will in that case make fuller entries of their contents in the registers.

Registers of forest offences.

89. A register of forest offences in Form No. 16 will be maintained in each Divisional Forest office. Annual Form No. 26 will be posted from entries in this register. Corresponding registers in Form No. 17 will be kept in Range offices. An abstract of forest offences compiled in Form No. 16 will be forwarded monthly by the District Forest Officer to the Conservator. When any officer subordinate to a Range Officer seizes property, he will report the fact forthwith in Form H (Appendix 11) to the Magistrate having A jurisdiction as required by section 41 of the Forest Act. In cases where property seized is subsequently released, a receipt in C.F. No. 100 should be taken from the person to whom the property has to be returned. These receipts should be submitted by Range Officers to the District Forest Officers.

The first entry in each year's register in Forms Nos. 16 and 17 will consist of the serial numbers of pending cases of the preceding year. Disposals of such cases will be noted as they occur, in the previous year's register, the concerned serial number being simultaneously rounded off in the new register in token of disposal.

In reporting forest offences, the forms inserted in Appendix 11 should be used as per instructions given therein.

B.—CONSERVATOR'S DUTIES AND OFFICE BUSINESS.

90. It is the duty of a Conservator to make frequent tours of inspection, visiting every division in his charge once a year. Once in two years he is expected to make a detailed inspection in each division visiting, as far as possible, the more important forests and especially those in which works are in progress. In the course of these detailed inspections, the following points should receive particular attention :—

(1) *Surveys and Settlement*, made or in progress and their cost, extent to which they are still required; nature and adequacy of the maps and settlement records prepared; results of working under the settlement in force.

(2) *Working plans*, already made or in progress and their cost, extent to which plans are still required; results of working of plans in force.

(3) *Forest boundaries*, their nature and state of repair, demarcation work in progress and its cost, demarcation work still to be done.

(4) *Roads, buildings*, and other similar works, in existence or under construction, their cost, state of repair; new roads, buildings, or other works required.

(5) *Executive and protective staff*, its efficiency, state of discipline, etc.

(6) *Condition of the forests*, the methods of treatment employed, natural reproduction, causes which interfere with it, etc.

(7) Protection of the forests from injury, by men, by cattle, by fires, etc., breaches of the Forest Rules, their frequency and causes.

(8) *Works of reproduction and cultural improvements*, extent, condition, and cost of plantations made, condition of nurseries; new sowings or plantings required, thinnings, creeper-cutting, etc., extent to which carried on and required.

(9) *Method of working and management in force*, advantages or otherwise of these methods, expenditure incurred on them; outturn of the forests, and financial results.

(10) *Timber and fuel depots*, their situation and adequacy, condition in which kept; state of the records kept in connexion with them, etc.

The Conservator should further see that all money transactions are conducted in accordance with the rules in force; and he should examine the cost of current works, as well as of those which have been spread over several years. He should also ascertain that the District Forest Officer and other members of the controlling staff are conversant with their duties, that discipline is maintained, and that work is being properly supervised. The result of these inspections should be communicated to the District Forest Officer through the Collector. The District Forest Officer shall report without undue delay to the Conservator the action taken on the Conservator's inspection notes. Conservators shall forward to the Chief Conservator manuscript copies of these inspection reports, which will be printed at the Government Press, Madras, and recorded by the Chief Conservator with any remarks that he may consider necessary. Copies of the inspection reports with the Chief Conservator's orders on them will be sent to other Conservators, District Forest Officers, Working Plans Officers, the Forest Engineer, the Provincial Silviculturist, the Chief Forest Officer, Coorg, and the Silviculturist, Imperial Forest Research Institute, Dehra Dun. Whenever a Conservator desires to draw the Chief Conservator's special attention to, or obtain his orders on, any matters contained in his report, he should do so in a covering letter forwarded through the Collector.

Conservator to place his professional knowledge at the disposal of the Collector.

91. It is the duty of the Conservator to place his professional and technical knowledge freely at the disposal of the Collector of any district within his circle whenever applied to. He should maintain close and cordial relations with all Collectors within his circle should invariably advise them in advance of any visit to their headquarters and should take every opportunity of personal conference with them on forest matters.

Business in Conservators' offices to be conducted in same manner as in subordinate offices.

92. The Conservator's office business will be conducted in the manner prescribed in the District Office Manual. Registers of receipts and issues of documents, and of books, reports, maps, etc., must be kept as laid down in sections 80 and 81. The provisions of section 87 in regard to the annual destruction of useless documents apply *mutatis mutandis* to the Conservator's office.

without change

Opening of letters and signing of fair copies.

93. All letters except those marked 'Confidential' may be opened by the Manager if he has the written authority of the Conservator, to whom they will then be forwarded. The Manager may sign fair copies of approved drafts, the following form being adopted :—

Dated Camp
(Signed)
(True copy)
(By order)
Manager.

As regards fair copies of approved drafts in the Chief Conservator's office, those intended for Government, and all confidential papers will be signed by the Personal Assistant to the Chief Conservator of Forests, or by any other gazetted officer. All other fair copies will be signed by the respective heads of the sections concerned.

NOTE.—**Fair copies of orders sanctioning payment of money should, however, be signed only by the sanctioning authority or, if he is in camp, by any gazetted officer at headquarters.**

Correspondence carried on by Conservators when on tour.

94. When letters are not opened by the Manager in accordance with the preceding section, the Conservator will send to his office the original letters received, together with copies of the replies of any official correspondence which has not passed through his office and which he has carried on on tour. He will keep one camp register for the latter, the entries being numbered consecutively as in the case of other registers.

Correspondence with the Chief Conservator.

95. Communications addressed to the Chief Conservator should, as a rule, be complete in themselves and independent of enclosures. Enclosures of importance can be forwarded, but merely for possible reference on points of detail. Where the case is simple, however, and contained in a few words, and where a brief endorsement sufficiently explains it, such endorsement will answer all purposes. Enclosures may often be forwarded in original to be returned when no longer required. When copies are sent, they should not be *in extenso* when extracts will suffice.

When the Conservator has to submit a report to the Chief Conservator based on communications from several Collectors or District Forest Officers, a brief précis of the latter will usually be submitted instead of copies of the various communications. Such précis may often be conveniently given in tabular form.

In quoting previous correspondence, the number and date of the Board's Proceedings or the Chief Conservator's orders in which it was disposed of, should always be given and in cases where a previous order of Government has to be quoted, its number and date should be given as well.

Further instructions regarding correspondence will be found in the Board's Standing Orders.

Service Order and Office Order Books.

96. A Service Order Book will be kept up in each circle in which will be entered all orders issued by the Conservator relative to the appointment, promotion, leave, etc., of establishments, and these orders will be consecutively numbered for each calendar year. An Office Order Book as prescribed in Board's Standing Order No. 159, paragraph 2, will be maintained.

C.—Transfer of Charge.

General.

Imp

97. On the occasion of a transfer of charge arrangements must be made by the two officers concerned that the relieving officer is placed in such a position as will enable him to carry on the duties of which he has taken charge in an efficient manner, and with as complete a knowledge of the property entrusted to his charge, the works in progress and all arrangements made in connexion with them, as the circumstances of the case admit.

Transfer report.

98. A report of the transfer of charge of a division (in Form No. 18) signed by the relieved and relieving officers, will on the day of transfer be submitted to the Conservator through the Collector, an intimation of the transfer of charge being at once sent direct to the Conservator. Similar reports will be submitted direct to the Conservator, Ootacamund Circle, in the case of the Provincial Silviculturist and to the Chief Conservator in the case of the Forest Utilization Officer, the Forest Engineer and the Working Plans Officers.

Duties of relieved and relieving officers.

Read

Cash accounts must be closed.

99. The relieving officer must see that all office books are posted up to date, and, in the case of cash accounts, that the necessary vouchers of receipts and issues belonging to the accounts of the current month are made over to him. He will also make himself acquainted with all outstandings and liabilities on account of the department, and state that he has done so. He will further take charge of other property belonging to the department as described below. On the day on which he makes over charge of the office, the relieved officer will report the transfer of charge to the officers in charge of the treasuries from which he draws his funds, and will, at the foot of the report, send a specimen of the relieving officer's usual signature, in order that the Treasury Officers may satisfy themselves as to the validity of the cheques presented by the relieving officer. At the same time the relieved officer will send a specimen of the relieving officer's usual signature to those post offices in the district with which savings bank transactions have been opened under the rules relating to security deposits.

The relieved officer will give the relieving officer a complete note of the works in progress and projected in the circle or division together with comments on all matters of importance (and of any outstandings to or against the department regarding which any difficulty or complication in adjustment is anticipated). The notes which should be typed in half-margin should be submitted by the relieving District Forest Officer to the Conservator who will at once return it with any observations he may have to make. The notes of the relieving Conservators need not, however, be submitted to the Chief Conservator.

He should specially mention all cases in which the return of security deposits to contractors or others has been withheld.

Besides cash, timber and forest produce, the following are the main classes of property which ordinarily form the subject of transfers between District Forest Officers :—

(1) Demarcated reserves.
(2) Plantations.
(3) Timber depots and revenue stations.
(4) Buildings, roads and bridges.
(5) Livestock.
(6) Machinery, stores, instruments, tools and tents.
(7) Books and maps.
(8) Office records.
(9) Office furniture.
(10) Working-plans.
(11) Permits.

In the transfer report, the relieving officer should state by what means he has satisfied himself of the nature and condition of these different classes of property of which he has taken charge.

Live and dead stock and other articles which may be at headquarters, as well as books and maps, office records and office furniture, should, as a rule, be personally inspected by the relieving officer at the time of transfer, and the fact of this having been done should be stated.

In the case of property at a distance from headquarters the registers and other documents in which they are described should be examined. If the relieving officer fails to bring to notice within a reasonable period any deficiency or defect in work, stores or other property taken over from his predecessor, he will be held responsible for the same so far as it may have been practicable for him to ascertain such deficiency or defect.

The cash book will be closed, and the cash balance will be counted, in the presence of both officers, who will then sign the book.

Certificate of transfer of charge.

100. Every transfer of charge of a gazetted officer should be reported by post on the same day to the Chief Secretary to Government and the Accountant-General—*See* Articles 78 and 79 of the Madras Financial Code—as well as to the Secretary to Government, Development Department, and the Chief Conservator.

Transfer of charge of range.

101. In the case of the transfer of charge of a range, a transfer report, similar to that prescribed in section 98, will be made to the District Forest Officer, who will send the original or a copy to the Conservator, and intimate the fact to the Chief Conservator, in the prescribed form. Notes similar to those prescribed in section 99 should be handed over by the relieved to the relieving Range Officers who will submit them to the District Forest Officers for perusal and return with their remarks. The Range Officer is solely responsible for the safety and upkeep of, or damage, or loss to, all Government stores, tools and plant under his charge, either in the beats or in the Range office. Every officer, on first assuming charge of a range must satisfy himself as to the condition of the stock of which he takes charge, and in the case of stock at a distance from headquarters he must inspect the same within one month of his assuming charge of the range and note its condition. Unless any loss or damage is promptly taken to the notice of the District Forest Officer, with the explanation of the subordinate who was directly responsible for it, the Range Officer will render himself personally liable to make good any such loss or damage.

Transfers between foresters, guards and depot-keepers.

102. In transfers of foresters, guards, or depot-keepers, a transfer report in Form No. 19 or No. 20 shall be submitted to the District Forest Officer through the Range Officer.

When an officer is transferred from one division to another or from a divisional establishment to a Conservator's establishment, or from one Conservator's establishment to another, the officer or officers who have been maintaining his personal file will send it to the officer or officers who will have to do so thereafter. A last pay certificate will also be sent to the District Forest Officer of the officer's new division or if he is transferred to a Conservator's establishment, to that Conservator—*See* Treasury Rule 23 and instructions 1 to 3 thereunder.

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CHAPTER IV.

SUBMISSION OF REPORTS, ETC.

A.—ANNUAL REPORTS AND RETURNS.

Annual reports by District Forest and other officers.

103. Each District Forest Officer will submit to his Conservator, through the Collector, the annual report for his division for the financial year ending the 31st March, so as to reach him not later than the 1st July. The report should follow the arrangement of subjects detailed in section 104 and should be accompanied by the annual returns detailed in section 105 and such other returns as may be prescribed by the Chief Conservator. The Forest Utilization Officer, the Forest Engineer and the Working Plans Personal Assistant will also submit to the Chief Conservator their annual reports in such form, and accompanied by such returns as the Chief Conservator may prescribe.

Conservator's circle report.

The Conservator will review the division reports and submit to the Chief Conservator his own report for the whole circle (in duplicate) so as to reach him not later than the 1st September. The report should follow the arrangement of subjects laid down in section 104 and should be accompanied by the prescribed annual returns.

The Chief Conservator will submit to Government a typewritten review of the progress of forest administration for the whole Province so as to reach them not later than the 15th October. The review will follow the arrangement in section 104 and will cover all the important activities of the department, and particularly those affecting the ryots and the general public. A proof copy of the review and of the annual returns (detailed in section 105) will be submitted to Government by the 10th November. The Administration Report will consist of two parts—

The Chief Conservator's review of the circle reports and administration reports for the Province.

(1) The Chief Conservator's review, and
(2) Annual returns.

In compiling the circle reports the Conservators will bear in mind the following instructions:—

(1) The circle report should be modelled on the Chief Conservator's review of the previous year, furnish information on all the points dealt with in it and in the same sequence.
(2) It should be reasonably concise, though furnishing all the required information.
(3) It should not be a compilation of extracts from the division reports, but should summarize the activities of the various divisions under each head and sub-head in the Chief Conservator's review.
(4) It should deal mainly with important matters, minor details being eliminated.
(5) The body of the circle report should be in narrative form, the reproduction of tabular statements from the corresponding returns being avoided. But such of the figures as are mentioned in the Chief Conservator's review should be furnished in the circle report, and such figures should invariably agree with the corresponding annual returns. Whenever figures relating to various divisions are furnished, they should be presented in tabular form.
(6) The report should contain explanations of important variations in the statistics, minor variations being ignored.
(7) Government have authorized the inclusion of a maximum of six photographs in the annual report. Good photographs of exceptional interest, which forest officers offer for publication, should accompany the circle reports.

104. The subjects treated will be arranged as follows:—

Arrangement of subjects.

Chapter I. Introduction.
Chapter II. General Administration.
(i) Alteration in area.
(ii) Forest Settlement.
(iii) Demarcation.
(iv) Survey.
(v) Roads and communications.
(vi) Buildings.
(vii) Other works.
(viii) Forest Engineering.
(ix) Livestock—
(*a*) Elephants.
(*b*) Cattle.
(x) Breaches of the Forest Act.
(xi) Protection from fire.

(xii) Protection against injuries from natural causes.
(xiii) Forest Panchayats.
(xiv) Training of forest apprentices at the Ranger's College, Dehra Dun.
(xv) Forest Guards' Schools.

Chapter III. Silviculture and Research—
- (i) Systems of management—
  (The area worked under the different systems of management.)
  - (1) Clear-felling,
  - (2) Selection felling (excluding sandal),
  - (3) Simple coppice,
  - (4) Coppice with standards,
  - (5) Sandal and
  - (6) Bamboo working.
- (ii) General progress of regeneration—
  - A. Mainly natural—
    - (i) Concentrated.
    - (ii) Not concentrated.
  - B. Artificial.
  - C. Afforestation.
  - D. Tending.
  - E. Research and experiments.

NOTE.—As a separate annual report is published the circle report should contain only a brief reference to important experiments and observations and their results.

Chapter IV. Working Plans.

Chapter V. Utilization—
- (i) Supply of produce—
  - (*a*) Timber.
  - (*b*) Fuel.
  - (*c*) Bamboos.
  - (*d*) Sandalwood.
  - (*e*) Grazing.
  - (*f*) Minor forest produce.
  - (*g*) Removal of forest produce by free grantees and right-holders.
  - (*h*) Supply of forest produce for domestic and agricultural needs and cottage industries.
- (ii) Forest utilization officer's division.

Chapter VI. Finance.

Chapter VII. General—
- (i) Preservation of wild life.
- (ii) Hill tribes.
- (iii) Leases.
- (iv) Famine and fodder operations.
- (v) Prohibition.
- (vi) Anti-erosion work.
- (vii) Health.
- (viii) Miscellaneous.

Returns to accompany annual reports.

105. The following returns will accompany the annual reports :—

Appendices.

	Form number.
(1) Area of reserved forests and reserved lands	21
(2) Progress made in forest settlement	22

	Form number.
(3) Demarcation and maintenance of boundaries	23
(4) Progress made in working-plans	24
(5) Communications and Buildings	25
(6) Return of breaches of forest rules	26
Appendix A to Form No. 26.—Comparative statement of impounded cattle.	
(7) Area of forest tracts protected from fire	27
Appendix A to Form No. 27.—Comparative statement of number and origin of fires.	
(8) Area closed and open to grazing	28
(9) Return of grazing	29
(10) Progress in afforestation and regeneration under working plans or schemes	30
(11) Plantations not under working-plans	31
(12) Outturn of timber and fuel and agency of exploitation and the appendix thereto	32
(13) Outturn of minor forest produce	33
(14) Account of timber, fuel, bamboos and minor produce cut or collected by Government agency and brought to depot, sold locally or otherwise disposed of	34
(15) Value of timber and other produce at sale depots	35
(16) Summary of revenue of different divisions	36
(17) Summary of revenue of the different circles	
(18) Summary of expenditure of the different divisions	
(19) Summary of expenditure of different circles	
(20) Receipts and expenditure—Abstract for the province.	
(21) Forest Advances	37
(22) Revenue received and outstandings on account of revenue	38
(23) Financial results	39
(24) Statement of livestock	40
(25) Abstract showing the value of stores, tools and plant.	41
(26) Wild animals shot	42

NOTE.—(1) Annual Form Nos. 22, 23 and 37 will not be printed in the Administration Report.

(2) No additional returns giving in a different form, the information contained in the above statements should be submitted.

(3) A statement showing the financial results of sandalwood, timber and sleeper operations for the year will be appended to the report.

Instructions for the preparation of annual returns.

106. Instructions for the preparation of the annual returns will be issued by the Chief Conservator from time to time.

Quinquennial report.

107. *Quinquennial report.*—Once in five years, a summary of the progress of forest administration in Madras during that period will be submitted to Government along with the Chief Conservator's review of the fifth year.

Conservators, the Forest Utilization Officer, the Forst Engineer and the Working Plans Personal Assistant will submit similar reports to the Chief Conservator along with their annual report.

B.—MISCELLANEOUS.

Other annual returns.

108. The following returns are also furnished annually by District Forest Officers, and care should be taken that they are despatched to the Accountant-General without fail on the prescribed dates.

Returns of establishments for the Accountant-General.

As soon as possible after 1st April and in any case not later than the 1st May, the Conservators and District Forest Officers are required to submit detailed statements of establishments to the Accountant-General. The return in respect of the Chief Conservator's office should be submitted to the Accountant-General not later than the 20th April. Forms required for the preparation of these returns should be obtained on indent from the Superintendent of Stationery, Madras. In the case of Rangers and Foresters who are borne on the Provincial and circle lists respectively, District Forest Officers should submit by the 10th of April separate returns to the Chief Conservator and Conservators respectively, who should consolidate them into one statement and forward it to the Accountant-General not later than the 1st of May—*See* Article 71 of the Madras Financial Code, Volume I.

Tour statements of District Forest Officers and Conservators.

109. District Forest Officers should submit annual tour statements in Form 43 to the Conservators concerned. These statements are for the financial year and should be submitted within fifteen days of its close. As soon as possible after the receipt of the District Forest Officers' tour returns, the Conservators will submit to the Chief Conservator a review giving prominence to such points in the District Forest Officers' tour as have called for the Conservator's notice. Conservators will, at the same time, submit to the Chief Conservator statement showing details of their tours. The statements should include the information regarding their annual inspections of Divisional Forest Offices.

Conservators and District Forest Officers are expected to spend at least six months in camp during each financial year.

Stationery indents.

110. On or before the 31st May, indents for stationery required for the ensuing financial year should be forwarded to the Superintendent of Stationery by Conservators and District Forest Officers. The rules regulating the supply and consumption of stationery and printed forms are contained in a separate Manual.

Lists of registers.

111. Consolidated lists of books and registers which should be maintained in Conservators', Divisional Forest and Range offices are given on pages (vii) and (viii) of this Code, which also shows where the forms prescribed can be found.

No new register or form shall be prescribed and no new return shall be brought into use except under the orders of Government or the Chief Conservator.

Summary of salient features of administration report.

112. The Chief Conservator will prepare and submit in manuscript to Government, not later than the 5th January, a summary of the salient features of the administration of the Forest department for the preceding calendar year. The summary will be prepared in a manner such as to be of interest and value both to officials and to the public; all mention of detailed figures should be avoided as far as possible.

Uniform to be worn by executive and protective officers.

113. Government having ordered a uniform to be worn by executive and protective Forest Officers while on duty, the pattern prescribed and the conditions of supply with other necessary particulars are given in Appendix 12.

Supply of firearms to executive and protective officers.

114. The Government have declared, with reference to section I (*b*) of the Indian Arms Act, 1878, that the bearing and possession of a Government musket of ·476 bore by any forest guard, forester or ranger under the orders of the Chief Conservator is in the course of his duty as a public servant. The musket and ammunition therefore form a part of the equipment and must be accounted for in the stores register. The Chief Conservator is authorized to sanction the distribution of the muskets among his subordinates as he considers necessary. No transfers of muskets within the circle, division or range shall be effected without the previous sanction of the Chief Conservator.

A register of firearms and ammunition supplied by Government to officers as part of their equipment is maintained in the Office of the Chief Conservator and transfers of muskets as they occur are noted in it. An annual return specifying the several subordinates who were in possession of the muskets during the previous calendar year with information regarding the necessity for such distribution should be submitted by the Chief Conservator to reach Government by the 1st February.

To enable the Chief Conservator to submit the above return all Conservators and the Forest Engineer should maintain a list in their offices, showing the distribution of muskets (a copy of the annual return) and submit it after annual verification to reach the Chief Conservator not later than 15th January. The Conservators will arrange to get in time similar returns from their subordinate officers.

Service books and rolls and application for pension.

115. The head of each office should maintain the record of the services of each non-gazetted Government servant, working under him, in a service book (or service roll) in accordance with the rules framed by the Government under Fundamental Rule 74 (*a*) (iv)—*see* Part III of Annexure II to the Madras Edition of the Fundamental Rules. These service books and service rolls should be so maintained that at the close of the officer's service, his application for pension may be prepared without delay and submitted for the orders of Government, through the Accountant-General. The pension applications of officers of and above the rank of Forester should be submitted through the Conservator; but all references calling for further information in connection therewith may be made direct to the District Forest Officers concerned, so as to avoid unnecessary delay. In regard to all subordinates of and below the rank of Ranger, the District Forest Officer will be considered to be " the head of the office " for the purposes of this section. For officers of the Provincial Services the Chief Conservator will discharge the duties of the head of office.

Report on Utilization and Economic Research.

116. By the 30th of June each year, the Forest Utilization Officer will submit to the Chief Conservator a report on Utilization and Economic Research for the preceding year. The Chief Conservator will forward this report to the President, Forest Research Institute, Dehra Dun, after re-editing it, if necessary, so as to reach him by the 15th July, sending simultaneously to the Government a copy of the report for their information.

Maintenance of personal files for Members of the Madras Forest Subordinate and Ministerial Services.

117. (*a*) For every member of the Madras Forest Subordinate and Ministerial Services, a record of work and conduct shall be maintained in what is known as a "Personal file," in the forms prescribed for the purpose, in order that the character, ability, etc., of the subordinate concerned may be assessed correctly. The personal file should be prepared every half-year; but need not be written up every time there is a change in the official superior of the subordinate reported on, unless the relieved officer has something special to record.

In preparing the personal file the following instructions shall carefully be observed:—

(i) The 'integrity' of the subordinate should be referred to in definite and precise terms, in the column "conduct and character", every time the file is written up.

(ii) The indebtedness of the subordinate, in cases where indebtedness is likely to detract from his efficiency as a Government servant, should be specifically commented on and the fact whether the adverse remarks made, have been communicated to the subordinate concerned should also be stated.

(iii) A reporting officer who goes on leave or is transferred before he can write the personal file of a subordinate for any particular period should leave behind for the information of his successor a full note on the subordinate, for incorporation in the report for that period.

A statement prescribing the authorities who shall prepare and maintain the personal files and those who shall scrutinize them is given in Appendix 13.

Where the scrutinizing officer disagrees with an entry in the file made by the immediate superior of the subordinate reported on, he should state his own views on such entry at the earliest opportunity. It is possible that he may, at the time, have no material to form an independent opinion, but only at a later stage; in that event, the opinion formed should be recorded immediately thereafter. The scrutinizing officer shall, further, abstain from merely initialling a report or from making the entry "no remarks" in the personal file, unless he accepts as correct all the entries below which his initials are placed or the entry is made.

Where the authority inflicting a punishment is different from the authority competent to order promotion, the officer inflicting the punishment shall forthwith communicate every such punishment or other bar to promotion to the authority regulating the promotions. The latter authority shall maintain a record of all such punishments in a register under his signature and use the record in regulating promotions. When a ranger is permanently promoted to the Madras Forest Service his personal file will be forwarded to the Chief Conservator for future maintenance and record. Similarly when a forester is permanently promoted to the class of rangers his personal file will be forwarded to the Conservator for future maintenance and record. The Chief Conservator is at liberty to call for the personal files of any class of subordinates and scrutinize them.

Half yearly reports on the conduct of subordinate officers.

The half-yearly confidential reports on the work and conduct of Rangers shall be submitted so as to reach the Conservator by the 15th July and the 15th January. Similar reports shall be submitted by the Forest Utilization Officer and the Forest Engineer to the Chief Conservator. The Collector of Kurnool will forward to the Conservator, Bellary Circle, half-yearly reports on the work and conduct of the Assistant Chenchu Officer. All officers in charge of divisions will obtain similar half-yearly reports, to reach them on the 5th July and the 5th January, from their rangers on the work and conduct of foresters.

[illegible]

Register of punishments to be maintained in Divisiona Forest offices.

A register of all punishments inflicted on subordinates should be maintained in C.F. No. 213 in Divisional Forest Offices. The Conservator shall be responsible for seeing that punishments are not too numerous nor excessive.

Maintenance of personal files of gazetted officers.

✓(b) Personal files—*vide* Appendix 13 in a specially prescribed form shall be maintained for all Officers of the Indian Forest Service and the Madras Forest Service.

The following instructions govern the preparation of the report:—

(i) *What the reports should contain and what they should not.*—The reporting officer should state in the confidential reports his opinion as to the suitability for promotion of the officer reported on. Special reports on an officer forwarded in response to enquiries regarding his fitness for promotion or in cases in which his conduct is called in question should be included in his personal file.

The reporting officers and their superiors should not be required to give instances of good or bad work or conduct of the officer upon which the report is based or to state the period or degree of personal experience to justify the opinion recorded. Superior officers should also not be required to give any reasons for discounting the opinion of the reporting officer.

Annual reports on the work and conduct of gazetted officers.

(ii) *Period covered by the report.*—The period covered by the report will be a whole calendar year.

A reporting officer transferred shortly after he has written his annual reports need not ordinarily leave on record any further opinion for his successor. Officers transferred towards the end of the period covering the latest confidential reports should invariably leave on record their considered opinions for the information of their successors.

(iii) *Use to which confidential reports may be put.*—There should be no restriction on the use of confidential report by the Government or Public Service Commission. However, the ordinary principle should be that the reports should not be referred to by tribunals dealing with disciplinary cases till after they have arrived at their findings on the charges framed.

(iv) *Communication of defects to officers concerned.*—Every officer should be made aware of any defects to which attention is drawn in his confidential report and no differentiation between a remediable and an irremediable defect should be made. Any remarks in an officer's report which indicate that he has taken steps to remedy the defects to which attention has been drawn in a previous year should also be communicated to him so that he may know that his efforts to improve have not passed unnoticed.

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Authorities who should maintain and scrutinize personal files. A

A statement showing the authorities who should prepare personal files and those who should scrutinize and maintain them is given in Appendix 13.

In the case of the Conservators, in addition to the annual report for the personal file, the Chief Conservator reviews annually their work and conduct from the point of view of their suitability to be awarded the special additional pension and submits a copy of the review to Government.

Half-yearly reports on the work and conduct of probationers in the Madras Forest Service.

In the case of probationers in the Madras Forest Service, special reports in the form prescribed for the purpose (Appendix 13) shall be drawn up for every half-year and submitted to Government. After the satisfactory completion of probation, only annual reports as in the case of full members, in the form in Appendix 13 will be required.

Instructions for communicating unfavourable remarks on a non-gazetted officer's work and conduct.

118. The half-yearly reports referred to in the foregoing section should be kept confidential subject to the following instructions laid down for regulating the communication to the non-gazetted officers of such unfavourable remarks as may be made by their superiors on their work and conduct :—

(i) When a report is built up on the individual opinions as noted of different departmental superiors in gradation, it is only the opinion as accepted by the highest or the scrutinizing authority which need be considered for the purposes of communication.

(ii) As a general rule a subordinate officer should not be kept in total ignorance for any length of time of the fact that his superiors, after sufficient experience of his work, are dissatisfied with him; in cases in which a warning might eradicate or help to eradicate a particular fault, the advantages of prompt communication are obvious.

(iii) Only those defects need be pointed out which it is within the power of the subordinate himself to remedy; it would serve no useful purpose to communicate criticisms on deficiencies in intelligence or physique.

(iv) Great attention should be paid to the manner and method of communication in order to ensure that the advice given or the warning or the censure administered, shall be conveyed (whether orally or in writing) in the manner which is likely, having regard to his temperament, to be most beneficial to him.

(v) Where there are difficulties in communicating adverse remarks on non-ministerial officers, the head of the department and the heads of offices are given discretion to decide whether unfavourable remarks should be communicated formally or not to those concerned, but when such remarks are not communicated formally opportunity may be found to communicate them informally.

CHAPTER V.

BUDGET GRANTS AND APPROPRIATIONS AND CONTROL OF EXPENDITURE.

General instructions.

119. The Madras Budget Manual explains the general structure of the accounts of Government and indicates the procedure to be observed by all officers and departments concerned in regard to the preparation of the annual budget estimates and control of expenditure with reference to sanctioned grants and appropriations. These instructions should be followed carefully by officers of the Forest department in so far as they are applicable to forest revenue and expenditure.

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A list of the major and minor heads pertaining to forest revenue and expenditure is given in Appendix A to the Madras Budget Manual while a list of the relevant sub-heads and detailed heads, referred to in Article 240 of the Madras Account Code, Volume III, is given in Appendix 14 to this Code.

Progressive statement of revenue.

120. In addition to the monthly progressive statement of expenditure referred to in Chapter VII (paragraph 90) of the Madras Budget Manual, the District Forest Officers, the Revenue Divisional Officer, Mannargudi, and the Provincial Silviculturist, should forward to the Conservator of Forests in Form No. 45, a progressive statement of revenue for each month so as to reach him not later than the 8th of the succeeding month. The Conservator should, in turn, prepare a return for the circle as a whole and send it to the Chief Conservator so as to reach him by the 15th of the same month.

The Working Plan Personal Assistant will obtain similar statements from Working Plans Officers and forward a consolidated return to the Chief Conservator.

The Forest Engineer and the Forest Utilization Officer will also forward similar statements for each month direct to the Chief Conservator by the 15th of the succeeding month.

Explanations of variations between actuals and sanctioned appropriations.

121. For the preparation of the Annual Appropriation Report, the Chief Conservator should furnish to the Accountant-General, by the 15th July of each year, explanations for the variations between—

(*a*) the original budget figure and the final modified appropriations, and

(*b*) the final modified appropriations and the actuals.

Under (*a*) should be given reasons why the difference could not have been foreseen at the budget stage and under (*b*) why the difference could not have been rectified in the course of the year. The figures should be set out in the following manner :—

Units of appropriation. (1)	Original appropriation. (2)	Modified appropriation. (3)	Actuals. (4)	Explanations for variations. (5)

CHAPTER VI.

ACCOUNTS—RULES SPECIAL TO THE DEPARTMENT.

A. MISCELLANEOUS.

Distinction between "special" and "ordinary" expenditure.

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122. Expenditure is either "ordinary" or "special," the distinction between the terms being used only for the purpose of defining the powers of sanction to expenditure by various authorities. The terms have no significance in accounts classification. "Ordinary" expenditure comprises the cost of all operations which are necessary to produce revenue or which are concerned with the maintenance and the ordinary operations undertaken annually for the improvement of the forests. "Special" expenditure, on the other hand, represents charges which do not recur annually, or which do not yield an immediate return. Special charges frequently yield either no return at all for a series of years, or repay themselves only gradually in cash returns or in local benefits of another kind, such as the increase of water-supply, protection against storms, erosion, or land slips; see also note 1 in Appendix 14. A

Estimates for purchase of live-stock, furniture and for works.

123. A separate estimate prepared or countersigned by the District Forest Officer is required in every case for the purchase of live-stock and furniture, and also for each work proposed to be executed with the following exceptions:—

(i) Items the cost of which is chargeable to 'Special' expenditure and the cost of each of which is calculated not to exceed Rs. 250.

(ii) Items the cost of which is chargeable to 'Ordinary' expenditure and the cost of each of which except in the case of feed and keep of live-stock, is calculated not to exceed Rs. 1,000. Care should be taken to see that works in the nature of improvements are not dealt with as repairs and covered by sanctions under this clause.

A (iii) Purchase and supply of tents for which separate instructions are issued in Appendix 9.

Items under (i) and (ii) for which estimates are not required, can be sanctioned by the District Forest Officer.

Range Officers may incur expenditure without previous sanction up to a limit of Rs. 10 on ordinary urgent incidental expenses.

NOTE.—Estimates for expenditure on the upkeep, repair or maintenance of roads, plantations, etc., must be prepared separately from those on their construction or formation.

Extent of powers of sanction given in sections 72 and 123.

124. The powers of incurring expenditure given in sections 72 and 123 must be exercised within budget limits; that is, no expenditure must be incurred under any budget head if the provision made under the head by competent authority is not sufficient to cover the outlay. *See* Article 38, Madras Financial Code, Volume I.

If the District Forest Officer proposes to carry out any work not included in the budget and it is a work of the kind contemplated in section 67 (5) of this Code, he shall submit an estimate to the Conservator, through the Collector, who shall endorse his opinion thereon. The Conservator if unable (after such mutual representation, if any, as may be found necessary) to accept the Collector's view or to induce the Collector to accept his own view shall refer the matter for the orders of the Chief Conservator unless he decides to drop the proposal.

In other cases the estimate shall be submitted direct to the Conservator.

If it is finally decided to carry out the work, the Conservator shall provide funds on this account if he can do so; if he cannot find the money, he shall inform the District Forest Officer accordingly.

Form of estimate.

125. Estimates for works should be prepared in Common Form No. 150 and should give the following particulars :—

(1) An explanatory report explaining the necessity for or utility of the work.

(2) The detail of measurements.

(3) The abstract of cost.

(4) The specification, showing the nature of the various parts of the work and the description of the materials to be used.

Whenever necessary, estimates must be accompanied by maps and plans.

NOTE.—Officers who submit estimates for sanction and those who submit the necessary data for the preparation of estimates are responsible for the facts mentioned therein, and, at any rate, it should be easily possible from the records to fix the responsibility of persons concerned. It is not, however, intended that the District Forest Officer should himself check-measure *all data*; but he should be in a position to fix the responsibility for the basic data on some responsible subordinate and should take such measures as are calculated to ensure correct data being furnished by all concerned.

Schedule of rates.

126. To facilitate the preparation of estimates, a schedule of rates for each kind of work commonly executed shall be kept up in each Divisional Forest office, and subordinates must be directed to bring to the District Forest Officer's notice, from time to time, all changes which may take place. Similar schedules may, if considered useful, be kept up in each range. Copies of the schedules of rates will also be maintained in the office of the Conservator of Forests, and District Forest Officers will intimate through Collectors to the Conservator any alterations that may be made in these schedules.

The following units of work are prescribed :—

	Unit of rate.
Earthwork	Per 1,000 cubic feet.
Brick-work	Per 100 cubic feet.
Concrete	
Pise-work	
Road metalling	
Rubble masonry	
Ashlar masonry	
Pitching	
Wood-work	Per cubic foot.
Blasting	
Painting	Per 'square' of 100 square feet.
Pointing	
Plastering	
Flooring	
Roofing	
Turfing	
Clearing jungle	

	Unit of rate.
Fencing	Per 100 running feet.
Doors and windows	Per square foot.
Land	Per acre.
Jumping bore holes	Per foot.

A register of sanctions to be kept.

127. All sanctions of estimates will be numbered consecutively for each financial year and entered in a register in Form No. 46 in the Conservator's office, separate registers being maintained for "Special" and "Ordinary" works. Extracts from these registers and intimations of sanctions accorded to expenditure upon sanctioned estimates will be communicated by the Conservator to the Accountant-General monthly in Form No. 46 as laid down in Article 45 of the Madras Financial Code, Volume I.

The number and date of sanction will be recorded in all vouchers which support expenditure on account of any work sanctioned on estimate.

Completion reports.

On the completion of any such work a completion report in loose sheets of Form No. F.A. 3 (vide Madras Account Code, Volume III) exhibiting the amount sanctioned and actually expended, will be submitted to the Conservator for works sanctioned by him, with the completion certificate submitted by the Range Officer, countersigned by the District Forest Officer with such remarks as are necessary in respect of the work.

For works sanctioned by the Chief Conservator or by Government, the report with the Range Officer's certificate should be countersigned and submitted by the District Forest Officer to the Chief Conservator through the Conservator.

After verification, these completion reports will be forwarded to the Accountant-General by the Conservator or by the Chief Conservator, as the case may be. On receipt of the completion reports, the Accountant-General will verify the expenditure with that recorded in the audit registers of his office and then transmit the reports to the authority which sanctioned the estimates for final record. In cases in which the Government are the sanctioning authority the completion reports, on receipt from the Accountant-General, will be forwarded to the Chief Conservator for record.

The completion report shall give an explanation item by item of the differences between the quantity, rate and cost of the work executed and those entered in the sanctioned estimate. Record drawings showing the work as actually constructed should be prepared in the Divisional Forest Office, and kept as a permanent record, for subsequent reference, in the case of all buildings, roads and wells.

NOTE.—(1) In the case of works sanctioned by the Conservator, where the actual execution of the work is in accordance with the sanctioned estimate, it is enough if the totals under each item of the abstract are given. In cases where the provision under contingencies is more than Rs. 25, brief details should be noted in the remarks column.

(2) Completion reports are required only for works, not for other items such as purchase of livestock, stores, tools, etc., or payment of compensation for land.

Completion certificate.

On the completion of a work, the Range Officer should send a completion certificate to the District Forest Officer in the following form :—

COMPLETION CERTIFICATE.

$\frac{\text{District Forest Officer's}}{\text{Conservator's}}$ sanction order number and date.

Name of work.
Amount sanctioned.—Rs.
Head of service.
Total expenditure.—Rs.
Savings or excess.—Rs.

I certify that the above work was commenced on the , that I inspected it personally on the and find that the work has been carried out in accordance with the estimate, with the exceptions noted on the reverse in a substantial and satisfactory manner as regards both materials and workmanship, and that, excluding trifling deviations and those explained on the reverse, it corresponds, in all respects, with the sanctioned plan and estimate.

…………………,
Range Officer, *Range.*

When forest produce has been used or supplied for use without full payment in the execution of any sanctioned work, a statement must be appended to the completion report showing the nature and quantities of the materials sanctioned for such use and the authority for such sanction, the quantity actually used, and (when permits have been issued) the numbers and dates of the permits under which the materials were removed.

As it may not be possible in all cases for the District Forest Officer to inspect the works himself on completion, the completion certificate may be signed by the Range Officer in charge of the work, so as to fix the initial responsibility, but the District Forest Officer or his gazetted assistant, if any, must, in such cases, inspect the works as soon as possible after completion—the only exceptions being ordinary works sanctioned by the District Forest Officer himself, costing Rs. 50 or less. In these excepted cases, it will be for the District Forest Officer to decide the extent to which his personal inspection is required, having due regard to the importance of the work and the expenditure entailed by the inspection.

In the completion reports of works which the District Forest Officer has not inspected a brief note recording his reason for accepting the Range Officer's certificate of check should be recorded.

Expenditure sanctioned by District Forest Officers to be reported to Conservators monthly.

128. District Forest Officers will submit monthly to the Conservators a statement showing all items sanctioned by them under the provisions of section 123.

They will also submit monthly to the Accountant-General a list of estimates sanctioned by them for works on residential buildings under their control and completion reports for such works, when necessary.

129. For all works done by contract a written agreement should be entered into with the contractor—*See* Articles 51 and 166 of the Madras Financial Code, Volume I. Care must be taken to frame such agreements so that in the event of a dispute, they could be maintained in a court of law. They need not, however, be stamped * even though they provide for a deposit of money as security for the due fulfilment of the contracts, but, if necessary, the documents must be registered according to the law in force for the time being.

Forms of agreement and contracts.

130. Contracts and other instruments in matters connected with the administration of forests and with the business of the Forest department generally may be executed as shown below :—

A. Contracts under which revenue for timber, fuel and other forest produce and rent for cultivation in reserved forests is collected.

These contracts may be divided into three classes, viz., (1) those in which the department engages to extract and supply certain produce to purchasers; (2) those in which the department sells to purchasers the right to extract certain produce for themselves and (3) those in which the department grants leases in reserved forests for cultivation.

In class (1) the source of supply, the quantity to be supplied, the mode and cost of extraction, the period of contract and the rate to be paid by the purchaser; in class (2) the area to be leased, the value of the produce, the conditions under which removal is allowed, the period of contract, and the rate to be paid, are the chief points to be considered; and in class (3) the area to be leased, the rate of rent per acre to be paid and the conditions under which the cultivation is allowed are the chief points to be considered.

Leases of land in reserved forests are of two kinds :

(*a*) Lease of lands for attracting labour and
(*b*) Lease of lands for cultivation of plantation products.

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* Under Notification No. 3616-Ex., dated 16th July 1909, printed on pages 211–215 of the Madras Stamp Manual (Second edition), the Governor-General in Council has remitted the duty payable under the Stamp Act (II of 1899) on instruments in the nature of a memorandum or agreement furnished to, or made or entered into with, the Forest department by contractors for the due performance of their contracts. The following instruments are also exempt from stamp duty under the Notification of the Government of India, Commerce Department, No. 1264, dated 3rd March 1923, republished on pages 340 and 341 of Part I of the *Fort St. George Gazette*, dated 20th March 1923 and Notification of the Government of India, Finance Department, No. 3, Stamps, dated the 2nd September 1933 :—

Instrument in the nature of a conveyance by the Government of standing trees or any other forest produce in a Government forest and also the following instruments:—
(i) Contract for the collection of minor produce, barks, etc.;
(ii) Contract of felling and removing trees;
(iii) Contract for the collection, removal and disposal of stock in coupes subject to obligation to coppice and clear the area;
(iv) Contract for the purchase of $\frac{\text{timber}}{\text{firewood}}$ to be $\frac{\text{felled}}{\text{cut}}$ departmentally;
(v) Contract for the usufruct of trees and topes;
(vi) Contract for the $\frac{\text{felling}}{\text{cutting}}$ and purchase of $\frac{\text{timber}}{\text{firewood}}$;
(vii) Kancha or grazing lease;
(viii) Agreement for felling and conversion of timber;
(ix) Agreement for right to collect seigniorage on minor produce brought for sale by hill tribes;
(x) Agreement for cultivation under the taungya system in reserved forests;
(xi) Agreement for fishing in reserved forests, and
(xii) Agreements for the sale or protection of sandalwood trees growing on patta lands.

The former kind, limited to not more than 25 acres for dry cultivation and subject to departmental instructions for the time being in force, may be granted by a District Forest Officer with the concurrence of his Conservator provided the Collector is informed of the action taken. The lease is renewable annually. The latter kind of lease will be granted by the Collector for areas of not more than 150 acres for the cultivation of plantation products, such as coffee, cardamom and rubber, with the concurrence of the Conservator of the Circle on such terms as may be agreed upon in regard to the period, area, rent, etc., provided that all such cases are submitted by the Conservator to the Chief Conservator for his orders before the grant is agreed upon. Leases of land for the cultivation of cardamoms will be granted by conditional and terminable orders issued by the Collector in the form given in Appendix 25.

Contracts not exceeding Rs. 10,000 will be entered into and dealt with by District Forest Officers. Contracts above these limits require the previous approval of the Conservator who should scrutinize and approve them before they are actually executed. Contracts in respect of undertakings not provided for nor sanctioned in the plan of operations cannot be entered into without the sanction of the Conservator. The Conservator may effect sales by private treaty, subject to the condition that the amount of such sales is not less than the average of the revenue derived during the preceding three years.

It must be distinctly understood that the officer empowered to make a contract will finally decide on his own responsibility in regard to each contract. It is, however, open to him to take the advice of the Conservator or not in regard to any contract. The Conservator may also, of his own motion, give his advice whenever he considers it necessary. If the officer advised disregards this advice and is in the wrong, his responsibility will be the greater. Officers entering into contracts should bear in mind that before they confirm sales they should make careful enquiries as to the solvency of the contractors. Care should also be taken that no coupes are sold before they are surveyed and demarcated and that plans of the coupes with measurements are always filed with the sale records.

B. Contracts for expenditure on conservancy and works.

These contracts may be entered into by District Forest Officers and the Forest Engineer up to a maximum of Rs. 5,000 and by Range Officers, up to a maximum of Rs. 500 provided that, if the rates approved by the Conservator in the annual plan of operations are exceeded the previous approval of the Conservator is required. Contracts exceeding these limits should not be executed without the Conservator's previous approval.

131. Forms of agreement for the more important classes of contract will be found in Appendices 15 to 23. These forms are intended as samples indicating the conditions that should ordinarily be inserted in agreements. They may be varied whenever found necessary to suit local requirements. Their legal phraseology should, however, be adhered to, and when modifications are considered necessary, the Government Pleader should be consulted with a view to ensure legally correct wording. A

The exact form of agreement required in respect of contracts under clause A of section 130 should be drafted and kept ready before the sale is held, for information of purchasers.

In cases where instruments are required to be stamped, the District Forest Officers concerned should see that stamps of the proper value are used in accordance with the provisions of the Stamp Manual. They are responsible for any loss accruing to Government on account of insufficiently stamped agreements or dilatoriness in their execution.

Custody of deposit receipts.

132. Deposit receipts coming into the District Forest Officer's hands must be kept under lock and key with a list which should be signed by the relieving and relieved officers whenever there is a transfer of charge. Whenever a receipt comes into or leaves the possession of the District Forest Officer, an entry should be made in the list and authenticated by the District Forest Officer's initials, with date.

Remissions of revenue.

133. When the issue of a permit is for any reason refused, the fees paid by the unsuccessful applicant should be refunded at once by the officer who has received the money, provided that it has not been previously paid into the treasury. Remissions of revenue necessitated by unfavourable seasons or by other causes will be dealt with similarly to refunds. The Conservators may sanction such remissions up to a limit of Rs. 250 and the Chief Conservator up to a limit of Rs. 3,000, but the sanction of Government should be obtained when the amount exceeds Rs. 3,000.

NOTE.—(1) In all cases in which the Chief Conservator considers some remission should be given mainly on account of gregarious flowering of bamboos, the fact should be reported to Government for orders, irrespective of the amount of remission involved.

(2) In regard to refunds sanctioned by District Forest Officers (see Appendix 2, Madras Financial Code, Volume II) a list of sanctions should be submitted monthly to the Conservator.

Revenue paid in advance.

134. When revenue on account of timber or forest produce is paid in advance, the amounts will be at once credited to the appropriate sub-heads in the cash book, entries being made in the column ' Remarks ' of Form No. 6 or 8 as the case may be, showing the nature of the transaction, etc. In the statement for the month in which the delivery of the timber or produce has been effected or completed, a reference will be made to the return in which the payment has been entered.

Payment of revenue in the treasuries by money orders.

135. Forest revenues collected at outlaying stations may be paid into the treasury by money orders—*See* instructions 11 under Treasury Rule 10, Madras Treasury Code, Volume I, and the instructions for remitting revenue by money orders contained in Appendix 26.

Vouchers.

136. All payments must be supported by vouchers in the following form :—

Chalan for payment of money into the treasury or bank.	Forms 9 and 10	M.T.C.
Bill for pay and fixed allowances or leave salary of Gazetted Government servants.	Form 42 ..	
Travelling allowance bill of a Gazetted Government servant.	Form 43 ..	
Detailed pay bill of permanent and temporary establishments.	Form 47 ..	

Travelling Allowance bill of non-gazetted establishments.	Form 52 ..	M.T.C.
Contingent bill	Form 58 ..	
Bill for adjustment of revenue derived for supplies to public departments.	Form 47, Forest Code.	
Muster roll	Form F.A. XI.	
Commission payments to revenue remitting officers.	Form 48, Forest Code.	
First and final bill	Form F.A. II.	
Running Account bill	Do. III.	
Hand Receipt	Do. IV.	

or in cases of tradesmen's bills for items exceeding Rs. 25, the actual documents.

All vouchers for payments, including advances, must bear the dates of payment, and with the exception of sub-vouchers to F.A. IX, Madras Account Code, Volume III, and to contingent bills, they must be passed by the District Forest Officer, who thereby assumes the responsibility for the charge.

The head of service and the budget sub-head to which the item or items relate should be noted on each voucher sent to the Accountant-General.

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Disbursement certificates are required on *all* vouchers.

Pay and allowances of Range Establishments.

137. Range establishment bills will be submitted to the District Forest Officer towards the close of the month, who after passing them for payment will return them to the Range Officer for payment. The Range Officer will then disburse the amount and having taken the acquittance of each payee, will return the bill with the acquittance as the voucher for the entry of payment in his cash sheet to the District Forest Officer.

On receipt of bills and acquittances from all ranges, the District Forest Officer will prepare a consolidated bill for the whole division, including the details of his own office, and will submit it to the Accountant-General (Local Ruling 1 under Articles 282–297, Madras Account Code, Volume III). No office copy of this consolidated bill need be kept, but the District Forest Officer will retain the original bills (which are also the acquittances of payees) in his office for record.

The Forest Utilization Officer, the Forest Engineer, the Provincial Silviculturist and the Working Plans Officers follow a procedure similar to that prescribed for District Forest Officers for the payment of their establishments.

As regards temporary establishments, a single bill will be prepared for all the sanctioned temporary establishments for each division in the same manner and under the same rule as for permanent establishments. The sanction should be quoted on each bill.

Counter-signature of travelling allowance bills.

138. Travelling allowance bills of officers of the Indian and Madras Forest Services, below the rank of a Conservator, are subject to countersignature by the Conservator with reference to the first sentence of Article 82 (*a*), Madras Financial Code, Volume I, and rule 4 of the Madras Travelling Allowance Rules. The travelling allowance bills of the Forest Utilization Officer, the Assistant Forest Utilization Officer, the Forest Engineer, the Working Plans Personal Assistant, the Working Plans Officers and the Assistant Working Plans Officers are subject to countersignature by the Chief Conservator. The travelling allowance bills of Conservators may be paid without countersignature. The travelling allowance bills of officers subordinate to the District Forest Officer, excepting those referred to above, will be submitted for countersignature and payment to the District Forest Officer.

NOTE.—The duties of controlling officers are described in the Madras Travelling Allowance Rule 7. If a controlling officer considers that the charges on any bill submitted for countersignature are open to objection, he may refuse to pass the whole or any portion thereof pending such references to the Conservator or the Accountant-General, as may be necessary.

Transactions with public departments.

139. The procedure to be followed in regard to the adjustment of cost of supplies made by or to the Forest Department is laid down in Article 242, and Local Ruling thereunder in Madras Account Code, Volume III—*see* also Article 115, Madras Financial Code, Volume I. A statement in Form No. 47 in triplicate should be sent to the officer to whom supply has been made.

Loss of measurement books.

140. If any measurement books are lost, the matter should be reported at once to the Conservator who will deal with it. He is competent to write off the loss and take such disciplinary action as he considers necessary.

Depot keepers authorized to record measurements.

141. Conservators are authorized to permit, at their discretion, depot-keepers who make payments for work done to record measurements connected with such payments in cases where there are no other disbursing officers or executive subordinates.

Check-measurement of works.

142. (1) The principles stated in Article 176, Madras Financial Code, Volume I, should be borne in mind when works are check-measured. No bill should ordinarily be passed for payment without the entries in the measurement book having been check-measured by the Ranger. In any exceptional cases in which check-measurement is not carried out, the reasons should be concisely and clearly noted in the " Remarks " column by the Range Officer.

(2) In addition to check-measurement by the Rangers, it is an important duty of District Forest Officers during their inspections frequently to check-measure works which are in progress and to initial the measurement book in token of their check. On the completion report for the work, the District Forest Officer should certify as to the check carried out by him personally.

(3) The fact of check-measurement by a Ranger or District Forest Officer should invariably be noted in the measurement book at the time of check-measurement and the items check-measured should be indicated by the initials of the checking officer, which should be placed on the left side of the column ' Particulars ' in line with item check-measured.

(4) The entry ' measured in my presence ' by a Ranger or District Forest Officer cannot be accepted as check-measurement.

(5) Conservators should make it a special point to see that these rules are duly observed.

Limits up to which bills and muster rolls may be paid by Forest subordinates.

143. Rangers and Foresters are empowered to make payments on account of work done or supplies made by contractors or piece-workers up to the limits of Rs. 500 and Rs. 100 respectively, on any single bill. Bills in excess of these limits may be paid only after they have been pre-audited and passed for payment by the next higher authority. All final bills on running accounts should, however, be passed for payment by the District Forest Officer, but in the case of estimates costing Rs. 500 or below, final bills may be paid by the Range Officer himself. Foresters are debarred from making any final payments on running accounts, but in the case of estimates costing Rs. 100 or less this rule may be relaxed by the Conservator, in which case final bills in the case of estimates costing over Rs. 100 only will be submitted to the Range Officer for disposal. Foresters can make payments on muster rolls also for the work done by daily labour to the extent of Rs. 100 in each case.

NOTE.—Payments should not be split up into smaller sums so as to evade the above provisions.

Payments to be made by cheques.

144. District Forest Officers and other officers of the Forest Department who are empowered to draw cheques against a drawing account may make payments either in cash or by cheques. Cheques should be used as much as possible for large payments. Counterfoils of cheques should be initialed or signed by the drawer and may be destroyed three years after the issue of the cheques.

Advances to contractors.

145. Advances to contractors of sums of Rs. 500 or over require the previous sanction of the Conservator. The recovery of advances so sanctioned must be reported to the Conservator on completion.

Rangers are empowered to give advances to contractors on their own responsibility up to a limit of Rs. 150 for each individual and Foresters are similarly empowered to give advances up to a limit of Rs. 25. Foresters and Rangers should send copies of their orders sanctioning advances to Rangers and District Forest Officers respectively and these officers should satisfy themselves of the necessity for the advance in each case.

Advances to disbursers

146. The rules relating to Forest advances are contained in Article 257, Madras Financial Code, Volume I. The maximum advances ordinarily allowable to Government servants in the department will be as follows :—

	RS.
Subordinates below the class of Foresters ..	20
Foresters	100
Rangers and Assistant Conservators .. .	1,000
Depot keepers at the discretion of the District Forest Officer.	50
Inspector of Livestock	1,000
Veterinary Assistants .. .	300 each.
Curator, Forest Museum, Coimbatore (in respect of expenditure connected with exhibitions).	100

Somsundaram

Managers and clerks may be entrusted with advances not exceeding Rs. 150 and Rs. 50 respectively, for contingent expenses, and for disbursement of petty travelling allowances under Rs. 10.

The figures given above denote the limits within which it is desirable to keep advances, but, except in the case of advances to office clerks for contingent expenses, these limits may be exceeded under the sanction of the Conservator of the Circle, whenever special requirements of any locality or execution of large works necessitate a larger advance.

Irrecoverable advances.

147. Should any portion of an advance prove irrecoverable, the amount may be written off under proper sanction—*see* Part III of Appendix 20, Madras Financial Code, Volume II. Such amounts should be debited to the head " Miscellaneous " in the accounts.

Postings in ledger.

148. Subject to the exceptions noted in Local Ruling 4 (*d*) under Article 257, Madras Account Code, Volume III, all advances to contractors and disbursers, whether made by the District Forest Officer himself or by his subordinates, must be entered in the Division ledger.

Forms Nos. 5, 6, 8 and 9 to be rendered to Conservator.

149. Three days after the monthly accounts are sent to the Accountant-General each District Forest Officer will submit to the Conservator the following returns :—

(1) Monthly returns and accounts of timber and other produce (Forms Nos. 5, 6 and 8).

(2) Monthly statement of outstandings of revenue (Form No. 9).

(3) Statement of expenditure under "Conservancy and Works—Forest produce removed by Government Agency" (R.F. XII-E. 49).

NOTE.—Fair copies of the above returns may be signed by the head clerk of the Divisional Forest office when the District Forest Officer is absent on tour and no gazetted officer is available at headquarters. The District Forest Officer will on his return to headquarters furnish the Conservator with a certificate to the effect that he has checked the accounts and found them correct.

(4) The Progressive Statement of Revenue (Form No. 45) will be despatched to the Conservator on the date prescribed in section 120.

The grazing revenue statement by ranges (R.F. XXII-E-23) will be despatched to the Conservator on the date fixed by him.

The statement of expenditure on sanctioned works prescribed in paragraph 90 of the Madras Budget Manual will contain, in the remarks column against each work, the particulars of expenditure in Form F.A. 3, Madras Account Code, Volume III.

Record of monthly revenue and expenditure.

150. A register (Form No. 49) showing the monthly revenue and expenditure under each budget head for each range and for the Divisional office will be maintained by the District Forest Officer.

Range officers to maintain a ledger and a register of works.

151. In addition to the cash book prescribed in the Local Ruling under Article 256, Madras Account Code, Volume III, Range Officers will maintain the following books :—

(*a*) A contractor's and disburser's ledger—Form F.A. 4, Madras Account Code, Volume III.

(*b*) A register of works—Form F.A. 3, Madras Account Code, Volume III.

NOTE.—The register of works (F.A. 3) in the Range office should be posted under the following manuscript headings :—

(1) Month.
(2) Voucher No.
(3) Amount Rs.
(4) Total Rs.
(5) Expenditure up to the date including the month Rs.
(6) Balance available Rs.
(7) Remarks.

Duplicate copy of the cash book to be submitted monthly.

152. On the date fixed by the District Forest Officer under the Local Ruling under Article 266, Madras Account Code, Volume III, the Range Officers will close their cash books and will neatly tear out and send to the District Forest Officer the duplicate copies prepared by carbon paper.

The live-stock returns will be submitted by the officer in charge of the range in which the animals are working, in such manner as may be prescribed by the Conservator.

Objection statements.

Any items objected to by the District Forest Officer will be entered in a statement (C.F. No. 124) which will be forwarded to the Range Officer concerned in duplicate for necessary action and the procedure will be that prescribed in section 161.

A list of registers prescribed for subordinate officers will be found at pages (vii) and (viii).

Applications for advances.

153. On the last day of each month, Range Officers will submit an application to the District Forest Officer direct in Form No. 50 for the advance required for works during the ensuing month, and for pay due to establishment for past months with the following particulars :—

	RS.
Probable requirements of month with details as in Form No. 50	
Deduct—	
Cash balance in hand on	
Balance for which cheque solicited ..	

This application shall be accompanied by the pay bills of establishment which shall be checked by the District Forest Officer * and returned to the Range Officer on or before the 5th day of the following month.

Inspection of Range offices.

154. At intervals not exceeding twelve months, the District Forest Officer will personally inspect the office of each range in his division. The District Forest Officer will, amongst other matters, see that the control journals are posted up to date, check the cash balance in hand at the time of his inspection, compare the permits issued and the revenue registers with the revenue entries in the cash book, check the cash book with the duplicate copies of the cash book, see that correspondence is regularly registered and neatly kept, and see that houses, live-stock, furniture and stores are in proper order and properly accounted for. For this purpose the District Forest Officer should invariably bring with him his stock register for the range under inspection and the duplicate copies of the cash book—*see* sections 61 and 152. A list of questions for the examination of Range offices is embodied in Appendix 27. The District Forest Officer should forward a copy of the inspection note to the Conservator if the inspection has revealed any serious account or office irregularities.

Inspection of depots.

155. The Examining Officer will have an examination of all sale depots in his division conducted at least once in each financial year in the same manner in which the inspection of Range offices is conducted. During such inspection the stock of timber and other forest produce on hand will be taken and compared with the stock shown in the registers. The Examining Officer is expected to see that the depot is properly managed and that all accounts, returns and correspondence are in good order. A list of questions for the inspection of sale depots is contained in Appendix 28. A copy of the list with answers will be sent to the Conservator if the inspection has revealed any serious irregularity in procedure or deficits in stock. The list should be accompanied by a certificate that the Examining Officer has satisfied himself that the stock on the date of inspection was correct and agreed with the registers.

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* When the District Forest Officer is in camp it is advisable that these bills be checked in his camp office.

Forest depots must also be inspected as prescribed by the Conservator under section 54 and the above rules for the inspection of sale depots will be held to apply *mutatis mutandis*.

Inspection of depots by Range officers.

Range Officers must inspect all forest and sale depots in their range, a period of not more than six months being allowed to intervene between two consecutive inspections. The first inspection of any such depot should be done as soon as possible after the first transaction in it is recorded. A final inspection will be done as soon as possible after record of the final transaction in the depot and within six months of the previous inspection.

Control over Forest Revenue by Conservator.

156. For the purpose of control which a Conservator should exercise over forest revenue, with reference to Article 27 of the Madras Financial Code, Volume I, he will also be furnished with the returns prescribed in section 149. Conservators will be furnished with such other details of works in their circles as they may consider necessary and may call for copies of any stock or revenue returns that may be needed to assist them in checking receipts and charges.

Conservator's objection statements.

157. The Conservator will notify to the Accountant-General in an objection statement such points as he considers open to question in items of account other than timber accounts (Forms Nos. 5, 6, 8 and 9) submitted by District Forest Officers. He will also similarly notify in Common Form No. 124 to the District Forest Officers all items objected to in the timber returns and in the statement of outstanding revenue. The objection statement should be sent to the District Forest Officer in duplicate. The Conservators should, from time to time, take steps to see that the objections raised by his office are promptly replied to by District Forest Officers and that proper action is taken on the returned objection statements.

Absentee statement of rangers and foresters on leave, deputation, suspension, etc.

If any Ranger or Forester is absent on leave, on deputation or under suspension in any month, the Conservator or District Forest Officer, as the case may be, will send an absentee statement for the month to the Accountant-General showing in detail the arrangements made in consequence of each absentee.

Conservator's inspection of offices.

158 Each Divisional Forest office will be inspected by the Conservator of the Circle at intervals not exceeding twelve months, but this inspection will be brought to bear less on matters of account detail, which are within the province of the Accountant-General than on the general conduct of office work, and specially that part of it relating to professional matters and statistics affecting the present and future management of the forests. With this object the Conservator should carefully scrutinize the register of reserved forests, the control books and working-plan journals, the reserve books and the divisional forest note-book, and should see that these records are maintained in the manner prescribed in Chapter II; he should also examine the register of punishments prescribed in section 117 (*a*), the correspondence registers, forest offence registers, book and map registers, library, map racks, files, lists of pending papers, objection statements and remainder lists issued to Range Officers, and see whether the disposal of office business is carried out promptly and methodically. A list of questions for the examination of Divisional Forest offices is embodied in Appendix 29. The result of these inspections should be communicated to the District Forest Officer and the Accountant-General should be duly informed of any irregularities which have been noticed in the accounts. Matters of special interest or importance should also be reported to the Chief Conservator and the Conservator shall submit to the Chief Conservator a special report regarding any office which is, at the time of his inspection, in an unsatisfactory state, with the explanation of the District Forest Officer concerned. The District Forest Officer will inform the Conservator of the action taken on his report.

20.8.46

Register of Financial results.

159. A register in Form No. 51 will be kept in the Conservator's office showing the distribution of receipts and charges, arranged according to divisions under the following heads :—

(A) Timber and other produce removed from the forests by Government agency.

(B) Other revenue.

(C) Formation, protection and improvement of forests.

The revenue will be distributed as follows :—

Budget head " X. Timber and other produce removed from the forests by Government agency " will be entered under (A).

Budget heads " X. Timber and other produce removed from the forests by consumers or purchasers " and " X. Miscellaneous " will be entered under (B).

The revenue under budget head " X. Drift and waifwood and confiscated forest produce " will be entered under (A) or (B) according to local circumstances.

V.9

Of the expenditure " 10. Conservancy and works "—

Budget head " Forest produce removed by Government Agency " will be entered under (A).

Budget head " Timber and other produce removed from the forests by consumers and purchasers " will be entered under (B).

Budget head " Regeneration, fire protection and other works " will be entered under (C).

The expenditure under the remaining heads, viz., " Feed and upkeep of cattle ", " Renewals or replacements of stores and tools and plant ", " Roads and bridges ", " Buildings and other works " and " Other charges—Suspense works—Advances " under " 10. Conservancy and works ", that under the head " Establishments " and the proportion of expenditure on account of the Conservator and his office will be distributed proportionately under A, B and C according to local circumstances and after careful consideration by the Conservator.

V.9

The entries will be made once a year from the figures furnished by the Accountant-General under section 162. Having posted the register, Conservators will forward to the Chief Conservator the abstract (Form No. 39) prescribed in section 105, if possible with their review of the divisional annual reports, but in any case, so as to reach the Chief Conservator in time for his Forest Administration Report.

B. Audit by the Accountant-General.

Duties of the Accountant-General.

160. The duties of the Accountant-General in regard to accounts and audit are governed by the provisions of the Government of India (Audit and Accounts) Order 1936, and rules contained in the Audit Code. In relation to forest accounts, his duties are principally as follows :—

(*a*) To audit the monthly accounts submitted by the District Forest Officers and Conservators.

(*b*) To conduct the audit of forest accounts against the total budget grants.

(*c*) To inspect the forest accounts of Divisional Forest offices and review carefully the ledger accounts of advances and recoveries and receipts (including rents) and stores of Divisional Forest offices. The audit will be biennial except for the Forest Utilization Officer's division which is audited annually.

All points noticed by the Accountant-General during inspection will be included in an Inspection Report which will be forwarded to the District Forest Officer concerned for necessary action. The Inspection Reports (in original) will be returned to the Accountant-General through the Conservator *within two months of their receipt* by the District Forest Officer. Important points in the Inspection Reports which are not settled to the satisfaction of the Conservator and the Accountant-General will be reported to the Chief Conservator.

Objection statement.

161. Any items objected to, or retrenched by, the Accountant-General will be entered in an objection statement which will be forwarded to the District Forest Officer concerned for necessary action. The statement (in original) will be returned to the Accountant-General *within a fortnight after receipt* by the District Forest Officer.

Summary of revenue and expenditure.

162. After completing the audit of the monthly accounts for each division, the Accountant-General will prepare summaries of revenue and expenditure for the month for communication to the Chief Conservator, Conservators and the Working Plans Personal Assistant (A.T.C. Form No. 70).

Accountant-General to furnish Conservators, etc., March final figures.

The Accountant-General will also furnish the Chief Conservator, Conservators and the Working Plans Personal Assistant not later than the 30th June, with a statement showing the March final figures of receipts and expenditure for the past year in order to enable them to have correct figures for the preparation of the budget and annual summary of revenue and expenditure (A.T.C. Form No. 70).

Accountant, General not to modify Code forms without reference to the Chief Conservator and Government.

163. The Accountant-General may, from time to time, issue circulars in connexion with the control and audit of forest accounts, but the forms prescribed by the Code should not be modified nor should new forms be introduced without previous reference to the Chief Conservator and Government. Copies of all circulars issued by the Accountant-General will be forwarded to the Chief Conservator and to Conservators.

Annual statement of errors in accounts, etc., to be drawn up by the Accountant-General.

164. Soon after the close of each financial year, the Accountant-General will furnish the Chief Conservator with a statement showing the number of errors discovered in the accounts of Conservators and District Forest Officers, the number of accounts submitted after the prescribed date and the position of each Divisional Forest office in regard to others in the matter of accuracy and punctuality. The Chief Conservator will forward copies of this statement to Conservators with such orders as may be considered necessary.

APPENDICES

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APPENDIX 1.

(Section 7.)

Authorities competent to appoint, promote, transfer and inflict punishments in disciplinary cases on temporary establishments, other than work charged.

Posts	Those mentioned in the annexure.
By whom appointed	District Forest Officer.
By whom promoted	Do.
By whom transferred and leave * granted.	Do.
Authorities which may impose penalty of—	
Censure	Ranger in the case of establishments employed in the Range and District Forest Officer in other cases.
Recovery from pay of the whole or part if any pecuniary loss is caused to Government by negligence or breach of orders.	District Forest Officer.
Withholding of promotion	Do.
Reduction to a lower post, suspension, removal or dismissal.	Do.
Appellate authority	District Forest Officer in respect of orders passed by Range Officers and Territorial Conservators in respect of orders passed by the District Forest Officers.

N.B.—No subsistence allowance is admissible during periods of suspension.

* No leave allowance is admissible.

ANNEXURE.

Temporary posts with their scales of pay which have been excluded from the operation of the Civil Services (Classification, Control and Appeal) Rules.

Head of service. (1)	Posts. (2)	Rate of monthly pay of each. (3)
		RS.
10. b. A	Sandalwood clerks	30 each.
	Timber clerks	30 ,,
	Depot clerks	28 ,,
	Depot keepers	25 and 20 each.
	Depot watchers	13, 12, 11, 10½, 10 and 8½.
	Timber watchers	11.
	Maistries	30 and 10½.
	Tanadars	12.
	Tappal coolies	15.
	Cartmen	15.
10. b. B	Reserve watchers	12, 11, 10½, 10, 9½, 9, 8½ and 8.
	Checking officers	28 and 25.
	Permit clerks	30, 28 and 22½.
	Tanadars	16½, 16, 15, 12, 10, 9½, 9, 8½ and 8.
	Tana watchers	12.
	Depot watchers	15.
	Coupe watchers	10.
	Jamadars	30.
	Mahouts	25, 22½, 21, 20, 19, 18, 17, 16½, 16 and 15.
	Kavadies	15, 14, 13, 12½ and 12.
10. b. C-2	Boat syrangs	18, 12, 10 and 8.
	Blacksmith	40.
	Tram gumasta	25.
	Bellows' boy	10.
10. b. D-1	Motor road roller driver	42½.

Head of service. (1)	Posts. (2)	Rate of monthly pay of each. (3)
10. b. D-2	Bungalow watchers	13½, 12, 10, 9½, 9, 8, 7½, 7, 6½, 6, 5, 4½, 3½, 3, 2½ and 1.
	Sweeper	15.
10. b. E-1	Plantation watchers	13, 12 and 9½.
10. c. D	Office watchers	14, 12, 11, 10½ and 10.
	Watermen	3, 2, 1½ and 1.
	Tappal watchers, messengers and coolies.	15, 13½, 12 and 9½.
	Sweepers	6, 5, 4, 3 and 2.
	Punkah pullers	10, 8, 7 and 6.
	Gardeners	15 and 5.

APPENDIX 2.

(Section 13.)

Rules regulating the occupation of forest bungalows and rest-houses.

It being desirable that the occupation of bungalows in charge of the Forest Department should be properly controlled, the following rules are prescribed:—

(1) Forest bungalows are under the charge of the District Forest Officer subject to the general control of the Collector of the district in which they are situated.

(2) A Forest Officer may occupy a bungalow or portion thereof as a residence with the permission of the Collector. Subject to the provisions of sections 10 to 13 of this Code, rent will be charged for the occupation, the rate being fixed in accordance with the orders of Government in force for the time being.

(3) When a bungalow is occupied as a residence, the occupant cannot be called on to vacate it, nor can it be occupied by any other person, even if the occupant is temporarily absent from it.

(4) The bungalows may be occupied by Government officers or members of the general public requiring them subject to the following conditions; but the Collector may, in consultation with the Conservator, reserve any bungalow for the use of Government officers either temporarily or permanently:—

(i) Rent must be paid at the rates noted below, or at such higher rates as the Collector, in consultation with the Conservator, may fix for each day or portion of a day of 24 hours during which a bungalow is occupied. The division of bungalows into classes A, B and C will be made by the Collector in consultation with the Conservator with reference to the amount and quality of the accommodation which they afford and of the furniture and other conveniences provided—

	Class A.			Class B.			Class C.		
	RS.	A.	P.	RS.	A.	P.	RS.	A.	P.
(*a*) Single person	1	0	0	0	8	0	0	4	0
(*b*) Married couple	1	8	0	0	12	0	0	6	0
(*c*) For parties exceeding five in number for a day or part of a day	5	0	0	2	8	0	1	4	0

(ii) A day's fee will be charged for an occupation of 12 hours and more but not exceeding 24 hours and half a day's fee for an occupation of over three and less than twelve hours. For occupation of three hours or less a rent of 4 annas will be charged for single persons and married couples in respect of A and B class bungalows and 2 annas in respect of C class bungalows, while for parties exceeding five a rent of Rs. 1-4-0, 10 annas and 6 annas will be charged for A, B and C class bungalows respectively.

(iii) Payment of full fees for the occupation of a bungalow gives the right to pitch tents in the compound without extra charge. When the bungalow is not occupied half the ordinary fee should be paid for the privilege of pitching tents. An officer occupying a bungalow has prior claim to the use of the out-houses and stables attached to the bungalow. Subject to this condition, they are available without further charge for the use of officers occupying tents in the compound. A charge of four annas a day will be made for the use of the stables, coach-house, motor-shed, or such out-houses only.

(iv) In cases where an officer sends his "*saman*" in advance, with the object of occupying a bungalow or of pitching tents in the compound or vacates the bungalow before his camp equipment is moved, rent will be charged for the days the officer actually stays in it, provided the saman is stored for not more than 24 hours before the arrival or after the departure of the officer. Rent at half rates will be levied for periods in excess of this limit.

(v) A book will be kept at each bungalow in which all persons stopping there shall enter their names, the date and time of their arrival and departure, and the fees paid by them to the person in charge. A person occupying the bungalow should enter under the column headed "Name" his own name, and under that, the words "with family" in case a member of his family accompanies him.

(vi) All persons occupying rest-houses shall be bound by such by-laws as may be notified therein under order of the Collector and shall be responsible for any damage they or their servants or followers may cause to the buildings or to the fittings. The use of the bathrooms or any part of the main building for cooking will be strictly prohibited.

(vii) All officers, subordinates and members of the general public occupying a bungalow are required to pay the rent due without fail before they vacate the bungalow. Any case of failure in this respect will be brought to the notice of the Collector.

(viii) Occupation of a bungalow by an officer or married couple shall give exclusive right of occupation of one set of rooms only.

(ix) Any laxity on the part of the bungalow watcher should be noted in the book that is maintained in the bungalow.

(x) Non-officials and non-gazetted officers other than those of the Forest Department must obtain the previous permission of the Collector before occupying any bungalow. Non-gazetted officers of the Forest Department may occupy any bungalow with the permission of the District Forest Officer.

(xi) A non-official must vacate bungalow (*a*) in favour of an Honourable Minister or an official on receipt of six hours' notice, (*b*) in favour of another non-official on receipt of 24 hours' notice.

(xii) A non-gazetted officer must vacate a bungalow—

(*a*) in favour of an Honourable Minister of Government, a gazetted officer or a non-gazetted forest officer on receipt of six hours' notice,

(*b*) in favour of another non-gazetted officer on receipt of 24 hours' notice.

(xiii) A gazetted officer must vacate a bungalow in favour of—

(*a*) an Honourable Minister of Government, the Collector or a gazetted forest officer on receipt of six hours' notice,

(*b*) in favour of another gazetted officer on receipt of 24 hours' notice.

(xiv) For the purpose of these rules non-official presidents of local boards on tour in their official capacity shall be deemed to be gazetted officers of Government. Members of the Legislature, while touring within their constituencies, and the President and Commissioners of the Religious Endowments Board should be given preference next to gazetted officers of Government.

NOTE (1).—Touring members of the Automobile Association of Southern India are given general permission to occupy the forest rest-houses mentioned in note (2) subject to the following conditions :—

(1) that accommodation is actually available at the time ;

(2) that they pay the stipulated fee ;

(3) that they do not occupy the rest-house for more than 18 hours ;

(4) that they vacate the rest-house immediately without dispute, if accommodation is wanted for a Government official even during the period of their occupation ;

(5) that if they desire to extend the period of occupation beyond 18 hours, they should obtain forthwith the sanction of the competent authority in the normal course ;

(6) that when accommodation has already been reserved by the competent authority or under his orders, the members of the Automobile Association as such should not occupy the rest-house on any day it is so reserved, even if, when they arrive, it is unoccupied except for the purpose of taking a meal which will not involve their remaining in the rest-house after the time when the person for whom it is reserved is expected ; and

(7) that they show to the watchman of the rest-house their current Automobile Association of Southern India membership cards, signed by the Secretary of the Association and bearing the Association's seal.

NOTE (2).—The forest rest-houses which may be occupied by members of the Automobile Association are—

Name of Forest Division.		Name of rest-house.
	Bellary Circle.	
Anantapur	Rest-house at	Bukkapatnam.
Do.	Do.	Kalasamudram.
Kurnool West	Do.	Atmakur.
Guntur	Do.	Mellavagu.
Godavari Lower	Do.	Coringa.
Godavari Upper	Do.	Kunavaram.
Do.	Do.	Murmur.
	Salem Circle.	
Chittoor	Rest-house at	Panapakkam.
Do.	Do.	Palmaner.
Do.	Do.	Satghur (Pernambet).
Vellore East	Do.	Ambur.
Do.	Do.	Odugathur.
Do.	Do.	Banavaram.
Do.	Do.	Thaniar.
Do.	Do.	Tiruvannamalai.
Vellore West	Do.	Alangayam.
Do.	Do.	Singarapet.
Do.	Do.	Harur.
Salem North	Do.	Hogainakal.
Cuddapah North	Do.	Kondur.
Do.	Do.	Vathimadugu.
Do.	Do.	Thambalapalle.
Do.	Do.	Malapalle.
Do.	Do.	Venkatapuram.

Name of Forest Division.	Name of rest-house.
Salem Circle—cont.	
Cuddapah North	Rest-house at Kottapalle.
Do.	Do. Bynapalle.
Do.	Do. Vontimitta.
Cuddapah South	Do. Guvvalacheruvu.
Do.	Do. Kodur.
Nellore	Do. Sathiavedu.
Do.	Do. Nagalapuram.
Do.	Do. Kadirinayinapalle.
Coimbatore Circle.	
Salem South	Rest-house at Pappireddipatti.
Do.	Do. Bommidi.
Do.	Do. Danishpet.
Do.	Do. Sankarapuram.
Do.	Do. Tammampatti.
Do.	Do. Naducombai.
Do.	Do. Sobanapuram.
Kollegal	Do. Bailur.
Do.	Do. Lokkanahalli.
Do.	Do. Hanur.
Coimbatore South	Do. Anamalai Farm.
Do.	Do. Sethumadai.
Do.	Do. Esalmanthorai.
Ootacamund Circle.	
Wynaad	Rest-house at Chedleth.
Palghat	Do. Walayar.
Do.	Do. Olavakkote.
Do.	Do. Iruttupallam.

APPENDIX 3.

(Section 14.)

***Rules** for the assessment of rent of boats (framed under rule 47, Madras Travelling Allowance Rules, Annexure IX to Part II of the Manual of Special Pay and Allowances).*

1. Boats maintained by Government for the use of officers of the Forest Department will be classified and the scales of rent leviable for the use of boats will be fixed as shown below:—

Class of boats. (1)	Officers whose pay as defined in Travelling Allowance Rule 2 (viii) is above Rs. 300 per month. Rate per day. (2)	Officers whose pay as defined in Travelling Allowance Rule 2 (viii) is Rs. 300 or less per month. Rate per day. (3)	For officers of Government not on duty and private individuals. Rate per day (4)
	RS. A. P.	RS. A. P.	RS. A. P.
First-class boats	2 0 0	..	4 0 0
Second-class boats	1 0 0	0 10 0	2 0 0
Third-class boat in the Godavari and the Sabari	0 3 0	0 2 0	0 6 0
Kitchen boat at Krishnapatam in the Nellore district for fishing purposes	0 8 0	0 5 0	1 0 0

NOTE.—(1) Officers of Government on duty whose pay is Rs. 300 or less per month are expected to use second or third class boats only.

(2) The pay of the serang where a serang is maintained shall be borne by Government.

The classification of the boats should be made by Conservators on the principles laid down for the classification of Public Works Department boats.

2. Dingees and small boats provided for the use of Foresters and Forest Guards may be used without payment of rent.

3. When not required for the use of the Forest Department, the boats may be lent either to officials or to non-officials at the discretion of the District Forest Officer, on payment of the rents prescribed in rule 1.

4. The serang in charge of Forest Department boats must give notice to the District Forest Officer of all damage done, and the cost of such damage (except fair wear and tear) will be charged to the officer who was using the boat when the damage was caused, the rates to be assessed by the Collector of the district.

APPENDIX 4.

(Section 23.)

Rules regulating promotions, postings and transfers, etc., of the members of the Madras Forest and Madras Forest Subordinate Services.

PROMOTIONS.

Indian Forest Service.

1. The pay of an officer of the Indian Forest Service below the rank of Conservator will depend on the length of his service. The Government may stop the incremental rise of pay of any officer whose work, in their opinion, is not satisfactory. A Deputy Conservator officiating as a Conservator will be entitled to the minimum pay of a Conservator.

Mere seniority in the list of officers of the Indian Forest Service furnishes no ground for claims to promotion to the administrative ranks of Conservator and Chief Conservator. Appointments to these ranks will be made strictly by selection on grounds of merit. In making this selection due weight will be attached to experience but experience must not be confused with formal seniority.

NOTE.—Recruitment to the Indian Forest Service has been stopped.

The Madras Forest Service.

2. The express sanction of Government is not necessary to enable Assistant Conservators to draw their incremental rises of pay but increments are liable to be stopped by Government for unsatisfactory work or conduct. Promotion to the administrative ranks of Conservators and Chief Conservator will be governed by the relevant provisions in the special rules for the Madras Forest Service.

The Madras Forest Subordinate Service.

3. (*a*) *Promotion of Rangers.*—Rangers are placed on a Provincial cadre and their promotion is ordered by the Chief Conservator. Promotion from time-scale and through the upper grades shall be by selection. Seniority will be considered only where the merit and ability are approximately equal. The Chief Conservator will, in consultation with Conservators and such other officers as he deems it advisable to consult, draw up lists of men considered fit for promotion from one grade to another. When a vacancy occurs in any circle the Conservator concerned should immediately report to the Chief Conservator the date on which it occurred. On receipt of intimation of vacancy the Chief Conservator will himself make the consequent promotions from the approved list. Conservators should be careful to keep the Chief Conservator informed of any bar to promotion

against any Ranger whose name is on the approved list and such bar to promotion will be noted in the Chief Conservator's register. No one appointed as Ranger after the 31st December 1932 shall be eligible for promotion to a higher grade unless and until he has passed the departmental tests in Law and Procedure and Accounts.

(*b*) *Promotion of foresters.*—Foresters are borne on a circle cadre. The power of ordering grade to grade promotions in the category of foresters is vested in the Conservators and the Working Plans Personal Assistant to the Chief Conservator of Forests. The promotion of foresters to the category of Rangers is ordered by the Chief Conservator.

(*c*) *Promotion of forest guards.*—Forest guards are borne on a forest Division cadre and promotions to the category of foresters are admissible to them. The promotions are ordered by the officer in charge of the forest division.

Promotions from grade to grade shall be by selection and no forest guard shall be eligible for promotion to Grade I or to Grade II unless and until he has obtained a pass certificate of attendance from one of the Forest Guards' Training Schools. But a guard who had failed to obtain such a certificate may also be promoted if the appointing authority is satisfied that such failure was due to circumstances beyond his control and if a District Forest Officer certifies that the guard is thoroughly conversant with the subjects taught at the schools.

POSTINGS AND TRANSFERS.

Gazetted Officers.

4. Postings and transfers of members of the Indian Forest Service are made by His Excellency the Governor exercising his individual judgment. Postings and transfer of the members of the category of Assistant Conservators of the Madras Forest Service will be made by the Chief Conservator of Forests.

Non-gazetted Officers.

5. Postings and transfers of members of the Madras Subordinate Service will be made—

(i) from one circle to another by the Chief Conservator of Forests,

(ii) from one division to another within a circle by the Conservator of Forests concerned,

(iii) from one Working Plans Division to another by the Working Plans Personal Assistant, and

(iv) within a division by the appointing authority concerned.

6. *Good Service Entries.*—The following rules govern the award of red entries to all non-gazetted subordinates (executive and ministerial) including temporary establishments, in the Forest Department:—

(1) The officer empowered to censure a subordinate may award a red entry.

(2) Red entries shall not be awarded for petty acts of merit as their value will be much more appreciated if they are difficult to win.

(3) Red entries may be made in the personal file of a subordinate and the fact of the entry, but not necessarily a copy of it, shall be communicated at once to the immediate superior

of the officer making it and the subordinate affected. Each such entry should show—

(i) the nature of the good service with reference to official records bearing on it; and

(ii) the date and the number of the order.

7. The withholding of pay and allowances temporarily from subordinates until they comply with orders regarding the execution of works, the submission of reports or returns, or the like is prohibited. This prohibition does not extend to cases where misappropriation of Government property is under investigation and pay or allowances are withheld as a precautionary measure, nor does it refer to forfeiture of pay for periods of absence without leave.

8. When a Government servant is suspended he is free to go where he likes; but he must leave his address with the head of his office or if he is himself the head of an office, with his immediate superior. He must also leave his address with the officer, if any, holding an enquiry into his conduct. He must obey all orders to attend any enquiry into his conduct, and if he fails to do so, the inquiry may be held in his absence.

9. Criminal prosecutions by the department of officers of the Madras Forest and the Madras Forest Subordinate Services may be instituted only by the orders of those authorities who have the powers to appoint and dismiss them. All cases in which a prosecution is contemplated should be reported to the District Magistrate before the prosecution is instituted.

APPEALS.

10. Appeals preferred by the Indian Forest Service Officers will be governed by the provisions of section 248 of the Government of India Act, 1935, and of the Civil Services (Classification, Control and Appeal) Rules issued by the Secretary of State under section 96-B (2) of the Government of India Act, 1919, so far as they are not inconsistent with the provisions of the Government of India Act, 1935, and those preferred by the members of the Madras Forest and Madras Forest Subordinate Services will be governed by the rules in Part IV of the Madras Civil Services (Classification, Control and Appeal) Rules.

RESIGNATION.

11. The Government alone have the power to accept the resignation of officers of the Indian and the Madras Forest Services. The resignation of any other officer of the Forest Service may be accepted by the authority in whom is vested the power of dismissing the said officer in cases of misconduct. A Government servant should not be permitted to resign or to retire from service either on his application or on his attaining the age of superannuation while disciplinary proceedings are pending or are under contemplation against him; on this ground he should not be retained in service after the date on which he attains the age of superannuation but should be directed to hand over charge and wait for orders, the final orders in the disciplinary charge taking effect from the date on which he attained the age of superannuation.

Under the provisions of the Civil Service Regulations, resignation of the public service entails forfeiture of past service, unless the officer resigning is entitled by virtue of his previous service to a retiring pension or unless the resignation is made in order that the officer in question may take up another appointment, service in which also counts for pension.

Officers to report to Government on arrival at the headquarters of Government, also to the Chief Conservator when visiting Madras City.

12. Officers of the Indian and the Madras Forest Services visiting the headquarters of Government on leave or otherwise, shall at once report their arrival in the book maintained for the purpose in the office of the Chief Secretary to Government. Officers unable from any cause to report in person shall do so by letter. The report should in all cases state the address of the officer and how long he proposes to remain at the station. A similar report should be made to the Chief Conservator, when officers visit the Presidency town.

OFFICERS NOT TO QUIT THEIR JURISDICTION WITHOUT PERMISSION.

13. District Forest Officers, the Provincial Silviculturist and Working Plans Officers are not allowed to quit their divisions during authorized holidays or at other times without the permission of the Conservator or the Working Plans Personal Assistant, as the case may be. The Forest Utilization Officer and the Forest Engineer will similarly obtain the sanction of the Chief Conservator. Conservators must obtain the permission of the Chief Conservator before leaving their circles. District Forest Officers are authorized to grant casual leave to their gazetted assistants with permission to leave the division subject to the condition that the leave so granted is intimated at once to the Conservators. The Forest Utilization Officer, Forest Engineer and Provincial Silviculturist exercise similar powers in regard to their gazetted assistants. All officers of the Subordinate Services including ministerial establishment are required to obtain the permission of the head of their office.

Rules for legal assistance to Public Officers.

14. (i) Except in the case of a public officer who is prosecuted by or with the sanction of Government, all public officers will normally be granted legal assistance when it appears to Government that the officers have acted in good faith, but the Government do not bind themselves to undertake their defence when this is not the case. The power to sanction the defence of public officers in civil and criminal proceedings or the institution by them of such proceedings is vested in Government who may delegate such power to the heads of departments in any case or class of cases.

(ii) No public officer is authorized to sanction the defence or institution of any civil or criminal proceedings at the cost of the State in a case in which he is personally concerned. Such cases must be reported to the Government for orders.

(iii) A public officer against whom a civil suit or criminal complaint is instituted shall in the case of a civil suit, immediately inform the head of his department through the head of his office, and shall in the case of a criminal complaint inform, through the head of his office, the head of his department in Madras City and the District Magistrate in the mufassal. If the suit or complaint is barred by reason of having been instituted after the expiry of the period of limitation, if any, laid down in that behalf by any special or local law governing such officer, or if the provisions of section 80 of the Code of Civil Procedure have not been complied with in the case of civil suits, the officer concerned shall at once move the court or cause the court to be moved to dismiss it on the ground that it was instituted contrary to the provisions thereof. If, however, the suit or complaint is not barred, the officer shall report forthwith to the head of his office all the circumstances necessary for the forming of an opinion on the case. The head of the office shall thereupon make any enquiry that may be necessary and make his recommendations. In civil suits the report will be sent to the head of the department who will, after consulting the appropriate legal adviser of Government sanction the defence of the suit himself if such power has been delegated to him or forward the report for the orders of Government. In the case of criminal prosecutions against the classes of officers mentioned in section 197 of the Code of Criminal Procedure the head of the office will report to the District Magistrate in the mufassal and to the head of the department in Madras City who shall, as the case may be, after consulting the Public Prosecutor in the mufassal or the Crown Prosecutor in Madras City forward the report for the orders of Government. In the case of other classes of officers the District Magistrate (after consulting the head of the office concerned in the mufassal and the head of the department in Madras City) shall decide whether the defence shall be undertaken by Government or not, only where the pleader's fees will not exceed Rs. 35 per day or Rs. 200 for the whole case. If the fee is likely to exceed this limit or if there is disagreement between the District Magistrate and the head of the office regarding the defence of the accused officer, the District Magistrate or the head of the department, as the case may be, shall instruct the appropriate legal adviser of Government to defend the accused in the initial proceedings and request the court to postpone the further hearing of the case pending a decision by either of them if power has been delegated or by the Government as to whether the accused officer should be defended at the expense of the State or not. If any other counsel is engaged his fees will be fixed by the District Magistrate or the head of the department with the sanction of Government. Separate sanction should be obtained from Government in regard to the institution of further proceedings arising out of the decision in the suit or complaint.

(iv) When the Government decline to defend, it rests with the officer concerned to take such measures as he considers necessary at his own expense and if the verdict of the court is in his favour, the Government will ordinarily reimburse him to the extent of all reasonable expenses.

(v) But when the Government sanction the defence it will ordinarily be sufficient to engage a Government Pleader for Public Prosecutor at the expense of the State and the incidental expenses, e.g., court fees and batta for witnesses will also be borne by Government. If the officer wins the case and costs, damages or compensation are or is awarded to the officer on the successful conclusion of the case, the expenditure incurred by the Government up to the limit of such costs, damages or compensation shall be refunded by him. But if the decision of the court is against him, the further proceedings arising out of the result of the case shall be decided by Government either on the application of the officer submitted through the head of his office or on the representation of the head of his office.

(vi) When a public officer undertakes a journey in connexion with a civil or criminal case instituted against him for acts done in his official capacity and the defence of such case has been sanctioned, such public officer may be granted travelling allowance admissible to an officer of his grade while on tour.

(vii) The previous sanction of Government shall be obtained in all cases where a public officer desires to have recourse to the Press for the vindication of his official acts or character from defamatory attacks or to institute a civil suit or a criminal prosecution against any person or persons in respect of any matter arising out of, or in connexion with, his conduct or his acts as such officer provided that such conduct or act is not in contravention of rule 21 of the Government Servants' Conduct Rules, 1936. Nothing in this rule shall derogate from the right of a Government servant to vindicate his private acts or character. In granting sanction to the institution of any such proceedings the Government shall decide whether they will themselves bear the cost of the proceedings or whether the officer should institute the proceedings at his own expense. In the latter case, in the event of a decision in favour of the officer, Government shall decide whether the whole or any part of the costs should be reimbursed to the officer. These powers may be delegated to the head of a department in any case or class of cases.

TRAINING OF NEWLY JOINED ASSISTANTS.

15. Newly joined Assistant Conservators (direct recruits) will be placed under the orders of a specially selected District Forest Officer under the general supervision of the Conservator of the Circle and be trained on the following lines:—

(1) For the first three months the Assistant's duty should be—

(a) Study of an Indian language, Forest Law, the Madras Forest Department Code, the other Acts and Revenue Standing Orders in which he has to pass (vide sections 24 and 25 of the Code) and such other important orders of the Board of Revenue or the Chief Conservator and Government as the District Forest Officer may, from time to time, prescribe.

(b) General study and practice of office work.

(c) Charge for one month of the correspondence work of a Divisional Forest Office. During this period, the Assistant should be required to dispose of all matters arising in the office and submit his disposals for the District Forest Officer's approval, the District Forest Officer pointing out to the assistant the reason for any correction or alterations made by him in the latter's drafts or orders.

(2) For the second three months the following duties should be required of an Assistant:—

(a) Study of the Indian language, Forest Law, etc., as detailed in the preceding paragraph. During these three months the Assistant should also submit along with each weekly diary (paragraph 4 *infra*) three takeeds in the Indian language written by himself.

(b) Charge for one month of the accounts of the Divisional Forest Office. During this month, the Assistant should be required to keep the cash book in his own handwriting, check all estimates, examine all vouchers, see that sanction (wherever necessary) has been obtained and that work is not being done in excess of sanctioned estimates.

During the first six months the District Forest Officer may take the Assistant for short tours with him into camp.

(3) During the remaining six months the Assistant's course should be—

(a) Study of the Indian language, etc., as above.

(b) General study and practice of office work.

(c) To assist the District Forest Officer in preparing the annual plan of operations, budget estimates and administration report, and in framing and checking the returns necessary in connexion therewith.

(*d*) Study of the disposal number system and the Tottenham system of office work.

(*e*) A short period of work in the circle office on such duty as the Conservator may direct.

(*f*) To accompany any District Forest Officer of the Circle on tour as arranged by the Conservator or to accompany the Conservator himself so as to visit selected forests and study the conditions of working therein; to visit selected forests in circles other than that in which he has received his training and possibly also in other Provinces as the Conservator may propose.

(4) The Assistant should submit weekly diaries to the Conservator showing in detail the work on which he is engaged. While he is employed in a division, these diaries should be submitted through the District Forest Officer and Collector. While the Assistant is at headquarters, he should daily attend the Divisional Forest office and record in his diary his hours of attendance, the work done, and the subjects studied.

(5) Confidential half-yearly reports on the Assistant Conservator's work and conduct should be submitted by the District Forest Officer to the Chief Conservator through the Collector and the Conservator.

(6) The Conservator, may, for special reasons vary the course of training prescribed above in the case of any Assistant Conservator under training in his circle; but such variations and the reasons therefor should be stated in the half-yearly reports to the Chief Conservator. The Chief Conservator shall then submit to Government, not later than the 25th January or the 26th July as the case may be, a half-yearly report in the prescribed form [Appendix 13, referred to in section 117 (*b*)].

(7) On the completion of one year's training, the Assistant should be placed in independent charge of a forest range in the division where he has been working and should continue to hold charge for six months or until the Conservator can certify that he is fit to hold charge of a division. It will, at this stage, be sufficient to require from the Assistant the same diaries as would be submitted by an ordinary range officer.

STUDY OF FORESTRY ON THE CONTINENT AT PUBLIC EXPENSE WHILE ON LEAVE.

16. Selected officers of the Indian Forest Service may be authorized to undergo refresher course at the public expense by undertaking short tours in forests on the Continent of Europe during their leave with the object of keeping their professional knowledge up to date. Permission will not be granted to an officer who is entitled to retire voluntarily, unless he undertakes not to do so voluntarily within a period of three years after his return to duty. The rules regulating such study are reproduced below.

Ordinarily the grant of study leave and the deputation of officers to Europe for more detailed study or for special investigations are regulated by the Study Leave Rules prescribed by the Secretary of State in Council with reference to Fundamental Rule 84 or Fundamental Rules 50 and 51, as the case may be. But, for the refresher courses mentioned above on the Continent of Europe the following special rules apply.

Special Rules under which selected officers of the Indian Forest Service may be authorized to devote portions of their leave to Refresher courses in forests on the Continent of Europe at the public expense.

1. A Forest officer desirous of obtaining permission to study forestry under these rules must submit an application to the Provincial Government through the Chief Conservator under whom he is serving.

2. The Provincial Government will forward the application to the Government of India with the remarks of the Chief Conservator and its own recommendations in the case.

3. The Government of India will require to be satisfied that the officer applying is likely to profit by the additional experience which he will gain by continental study, and that he possesses sufficient knowledge of the language of the country which it is proposed that he should visit.

4. The application should reach the Government of India not less than two months before the officer concerned proposes to depart from India on leave. It should state the purpose of the proposed tour and, as far as may be possible, the localities which it is proposed to visit.

5. Officers on leave out of India who wish to avail themselves of the privileges conferred by these rules should address the Secretary to the High Commissioner for India giving the information mentioned in the preceding rule.

6. If the application is sanctioned before the officer concerned leaves India, he will, on arrival in England, report at the office of the High Commissioner. The details of the tour will then be arranged under the orders of the High Commissioner.

7. The maximum period which an officer will be allowed to spend on study under these rules, will be limited to three months at one time. Ordinarily no officer will be permitted to avail himself of the privilege granted by these rules on more than two occasions in the course of his service. At the end of any period of study the officer concerned will submit to the office of the High Commissioner a diary showing how this time has been spent, and a report which should indicate fully the nature of the operation studied. The High Commissioner will decide whether the diary and the report show that the time of the officer has been properly employed, and will determine accordingly for what period the daily allowances admissible under rule 8 may reasonably be granted.

8. An officer permitted to avail himself of the privilege granted by these rules will be paid through the office of the High Commissioner the cost of first-class return tickets by rail or steamer from London to the places which he may be required to visit. He will also, subject to the preceding rule, be granted daily allowance on such scale as the Secretary of State may fix from time to time during the period of study. The rate as at present fixed is £1 a day on the Continent of Europe, but is liable to revision. Forms for the submission of claims for the travelling and subsistence allowances will be supplied by the office of the High Commissioner to which claims should be submitted for payment.

9. The reports, notes and drawings submitted by an officer may not, without the previous permission of the Government of India, be communicated to any professional journal or institution; and the Government of India will be at liberty to print, publish or circulate them, should they think fit to do so.

APPENDIX 5.

(Section 36.)

*Procedure to be followed in connexion with forest surveys and their cost including maps.**

Owing to the normal scale for the topographical surveys having since been changed and owing to the orders issued by the Government of India in their circular letters No. 788-108/2, dated the 10th August 1922, and No. 610, dated the 14th July 1923, regarding the adjustment of the cost of surveys, it is necessary to revise the instructions issued in this office circular letter already referred to. The procedure to be followed in future is explained below:—

(1) The survey of forest areas is carried out as part of the topographical survey which is gradually being extended over the whole of India. The normal scale which has been adopted for the survey is 1 inch to 1 mile, but, in certain undeveloped parts of the country, it is $\frac{1}{2}$ inch to 1 mile, and, in some remote and sparsely populated regions, only $\frac{1}{4}$ inch to 1 mile, while, as a rare exception, in the case of very fully developed industrial districts, the scale may be larger than 1 inch to 1 mile. In each case the maps are published on the scale of the survey and are obtainable by purchase or indent about a year after the survey has taken place. The Forest Department pays no share of the cost of the topographical survey and mapping which provide it with ordinary topographical maps showing the reserves and wooded areas on the scale adopted for the part of India in which the forests lie.

(2) The ordinary topographical map is, however, not always sufficient for forest purposes; the scale may be too small and a map showing additional forest information, such as the interior boundaries of a reserve, may be required, or it may be necessary to make special survey and record of a reserve boundary where it does not follow a natural feature.

When this is the case, a special survey can be carried out and a special forest map, or boundary map, prepared at the time of the topographical survey of the area in which the reserve is situated, provided (*a*) that the Survey of India is informed of the special forest requirements before the month of March of the year in which the topographical survey takes place and (*b*) that the Forest Department is prepared to pay for the cost of meeting its requirements, that is to say, the difference between the actual cost of the survey carried out and that which would in any case have been incurred on the ordinary survey had the forest been surveyed merely to provide the ordinary topographical maps. The Forest Department will pay the whole cost of the drawing of all special maps.

(3) If a survey is considered necessary for a forest which is situated in an area that will not come under topographical survey for some years to come and it is not desirable to wait for maps until the topographical survey takes place, or, if the forest is situated in an area which has already come under modern topographical survey and the existing maps do not meet forest requirements, it may be possible for the Survey of India to arrange for a special survey on any scale, provided the Forest Department is prepared to pay the entire cost of the survey and mapping.

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* I.G. of Forest Cir. letter No. 152-C, d. 3rd Dec. 1923, recorded in G.O. Mis. No. 144, Dev., d. 28th Jan. 1924.

Such special surveys of forests which cannot be carried out as part of a survey party's ordinary programme are necessarily expensive and seriously affect the normal operations of the Survey of India, so that they should only be applied for in really important cases.

(4) The departmental rules of the Forest Department and the Survey of India provide for the necessary consultation between Conservators (or Chief Conservators) and Superintendents of Survey Circle, so that the former are kept informed of the progress and the immediate forecasts of topographical survey programmes, and the latter of the requirements of the Forest Department in regard to the surveys of forests which fall within their programmes for two years ahead. The Survey of India rules also provide for the preparation of estimates of the additional cost of making special surveys and maps to meet the requirements of the Forest Department in regard to the forests situated within the survey programmes and, in exceptional cases, of the cost of surveys and maps that may be required by the Forest Department outside the regular survey programmes.

(5) The following rules which have been drawn up in consultation with the Surveyor-General summarise the procedure to be followed in connection with the cost of forest surveys executed by the Survey of India:—

(i) Except when the Survey of India is asked to make a special survey of a forest, all forest areas will be surveyed on the scale adopted for, and at the time of, the topographical survey of the region in which they are situated, and will be shown on the Survey of India topographical sheets, which can be obtained by purchase or indent about a year after the completion of the survey.

(ii) When the ordinary Survey of India topographical maps do not satisfy "forest" requirements, a special forest survey can be carried out and a special forest map prepared of any forest, or, of any forest boundary, situated within the ordinary programme, of a topographical survey party provided that the Forest Department is prepared to pay for the additional costs of the work.

(iii) When the survey of a forest or a forest boundary is urgent and the forest is situated outside the ordinary topographical programme, the Surveyor General will endeavour to make special arrangements for the necessary survey and mapping, provided that the Forest Department is prepared to pay the entire cost of the survey and maps. Such special surveys, outside the ordinary topographical survey programme, require the sanction of the Government of India and no application should be made for them unless they are really urgent and necessary.

APPENDIX 6.

(Sections 36 and 81.)

Rules for the registration and storage of forest maps in Divisional Forest Offices.

1. The following form of register for the receipt and distribution of forest maps is prescribed. Each map or sheet must be given a separate page in the register, and where maps are very numerous a sepa-

rate register may be maintained for each range or each large group of reserves:—

Range.									Forest.		
Sheet No.		Scale 1 mile							Sheet maps stored on shelf No. Book Form.		
	Black prints.		Blue prints.		Colour prints.						Remarks.
Dates of receipts or issues.	Unmounted.	Mounted on cloth.	Unmounted.	Mounted on cloth.	Unmounted.	Mounted on cloth.	Cloth maps.	Cut folded and mounted.	Invoice No. and date.	Received from or issued to.	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
16th July 1904.	12	..	4	..	..	..	5	..	418 M., dated 6th July 1904.	Superintendent, Forest Surveys.	Acknowledged in C. 1943, dated 16th July 1904.
5th Sep. 1904.	..	5	..	5	..	..	..	5	243 M., dated 22nd Aug. 1905.	Conservator, Fourth Circle.	Acknowledged in C. 2179, dated 5th Sep. 1904.
18th July 1904.	1	..	1	..	..	..	8	..	1943 dated 16th July 1904.	Ranger, Kudur.	Acknowledged in Ranger's 517, dated 26th July 1904.

2. All issues should be entered in the register in black and receipts in red. Whenever a fresh indent is made, the balance should be struck and entered in the register in black, between red ink lines ruled right across the register.

3. All maps received or issued should be endorsed with the office register number and date.

4. All maps superseded by new editions should be destroyed, except three copies which should be clearly marked " Superseded in 19 " at the top and carefully preserved.

5. All unmounted maps should be laid flat on the rack and a piece of thick mill board 40" × 28" should be placed on the top of the maps on each shelf.

6. A coloured copy of each map, mounted on cloth, should be endorsed " Record copy " and should be kept in the Divisional Forest Office. On this copy, all additions, exclusions, etc., should be entered at once approximately in pencil and after these have been surveyed should then be entered accurately in ink with a note regarding notification of alteration.

7. Once every year, copies of all sheets on which alterations have been carried out during the year should be sent to the Conservator so that he may post his record copies up to date. The copies sent from Divisional Forest Offices will not be the record copies which must under no circumstances be removed from their offices.

8. The Conservators will annually supply the Superintendent of Forest Surveys with details of all alterations carried out on the Survey of India maps.

9. Rights of way, plantations, working-plan details, etc., should be specially coloured on the record copy.

10. A small scale index map of each division showing relative position of 4-inch forest maps therein should be pasted in the stock book.

11. When copies of more than one sheet are placed on the same shelf, different sheets should be separated by pieces of thick mill board, and a tag attached to each set, showing what it consists of.

APPENDIX 7.

(Section 41.)

Position of the Inspector-General of Forests.

I. General inspection.—The Inspector-General of Forests may make inspection tours in the Madras Province at his discretion and will submit direct to the Provincial Government any reports he may make on the forests visited and on other matters connected with the Forest administration. It will be for the Provincial Government to pass such orders on the Inspector-General's reports as they shall think fit.

II. General correspondence.—The Inspector-General of Forests may correspond direct with the Provincial Government or with the Chief Conservator on any professional matter.

III. Working plans.—The Chief Conservator shall seek the advice of the Inspector-General of Forests in the case of important working plans and shall communicate the Inspector-General's opinion to the Provincial Government when submitting the working-plan for sanction. The Inspector-General of Forests will have no responsibility for the control of working-plans.

APPENDIX 8.

(Section 59.)

Instructions for preparing and checking the timber returns.

A.—THE POINTS TO BE NOTED BY THE CLERK PREPARING THE TIMBER RETURNS, ETC.

In the divisional monthly timber returns, entries must be arranged according to heads of service, the items under each head being picked out from the various range returns. Thus, with five ranges A, B, C, D, E, the entries will be in the following order .

(*a*) Timber—		(*b*) Fuel—	
Range	A	Range	A
,, ...	B	,, ...	B
,, ...	C	,, ...	C
,, ...	D	,, ...	D
,, ...	E	,, ...	E
Total ..		Total ..	

and so on. Under each range the depots or localities must be entered *in the same order under each heading and in each form* in which they occur; thus if Range A contains five depots, shown in form 5 under Timber as A, B, C, D, E, they must appear in the same order, and not mixed up (D, A, C, E, B, for instance) under fuel, bamboos, grazing, etc., in form 5 *and in form* 6. If no transactions occur under fuel in a depot (C for instance) in which timber transactions have occurred, the depot need not be shown under fuel, but the remaining depots must be kept in their proper order (A, B, D, E); again, if fuel depots exist which do not appear under timber transactions, they must be entered after the depots which have already appeared under timber (A, B, D, E, F, G).

NOTE.—*Forest* depots and *sale* depots should be treated as belonging to separate lists ; each list being dealt with in accordance with the above instructions, all forest depots being entered first.

Form 5.—The opening balance (columns 4 and 5) for any month must exactly correspond with the closing balance as shown in columns 14, 15 of the previous month's return. *Under no circumstances whatever may this rule be broken.*

The entries in columns 4, 5 should be in the same order as those in columns 14, 15 of the previous month's return.

When posting the form in the range office, the procedure should be as follows:—

(1) Enter from previous month's return the opening timber balance of the first forest depot shown in that return, posting columns 2, 3, 4, 5.

(2) Refer to form 3 of the depot concerned and enter an abstract of receipts of the month as there shown, in columns 6, 7, 8.

(3) Add columns 4 and 7, 5 and 8 and enter totals 9 and 10.

(4) Refer to form 4 of the depot concerned; check disposals (A) *sales* with entries in cash book and form 9, (B) *transfers to other depots* with form 3 of the other depots concerned, (C) *write-offs*, with the sanctions to write-off, (D) *used departmentally* with the estimates for works, (E) *free grants* with sanction orders, (F) *conversions* with receipts of converted timber in form 3.

(5) Post columns 11, 12, 13, showing items (A), (C), (D), (E), (F) of preceding paragraph, and *so much of (B) as has been acknowledged by the other depots concerned*, including despatches of previous months as per form 4 shown in form 3 as received in the depots concerned during the current month.

(6) In remarks column enter numbers and dates of sanctions under (C) and (E).

(7) Deduct column 12 from 9 and 13 from 10; enter balances in 14 and 15.

(8) Enter from previous month's return the opening timber balance of the second forest depot and repeat the above operations.

(9) Continue as above till all the forest depots of the first range shown in the previous month are disposed of, then search form 3 for any new forest depots of the range, and enter in order in columns 2 to 10 (there will be no entries in columns 4, 5).

(10) Refer to form 4 of each new forest depot and check as above, posting columns 11 to 13 and 16, and then post 14, 15.

(11) Carry out the above procedure with regard to *sale* depots.

(12) Repeat the operations for fuel, bamboos, grazing, minor produce and confiscated produce separately.

(13) Fill in column 1, entering a number against each transaction; when no produce has either been received in or disposed of from a depot during the month no serial number need be entered against the balance carried through the form.

(14) In the remarks column of form 5 note against each item showing transport of produce, the agency by which transport was affected, e.g., hired carts, contract, Government carts, Government elephants, wire ropeway, departmental labour, and so on. Wastage may never be written off without sanction; if a log of 60 cubic feet were cut up into 10 scantlings of 54 cubic feet, form 4 would show against this log ' disposed of by conversion of 60 cubic feet,' and form 3 would show ' Received by conversion of log No. X ': the wastage would be brought to form 5 and remain there until sanction to write off was received; it would then appear in

	C. FT.
10 scantlings	54
Wastage in conversion ..	6

form 4 as "written off under Sanction Order " and the entry would be taken to form 5 at the close of the month.

Form 6 is merely an abstract of the *sales* shown in form 4, arranged in order of heads of service; it must tally with entries of sales in form 5. Column 2 is to facilitate check with disposals shown in form 5 and in cash book. Column 8 shows only the amount actually paid on *disposals during the month;* payments in arrears are shown in the body of form 9 and *at foot* of form 6 under column 8 opposite "add outstandings from previous months," no details being given.

Column 7 shows the total amount of sale whether paid or not, column 8, the actual amount paid and column 9 equals column 7 minus column 8.

When an entry appears in column 13 for any month, it must be brought forward in the following month's return above the current entries of each month, until the produce is removed when it will be transferred to column 12. Sufficient information should be written across the form opposite each item brought forward in column 13 to enable the District Forest Officer or the audit office to understand the incomplete transaction.

The 'balance' in column 9 must be carried to Form 9, and the total balance at foot of the form must correspond with the total balance under 'X timber and other produce removed from the forests by Government agency—Other produce—Timber' shown in Form 9 *plus* so much outstandings under 'X. Drift and waifwood and confiscated forest produce' as have been shown as falling in Forms 4 and 5. (*Note.*—Some revenue under 'X. Drift and waifwood and confiscated forest produce' falls in Form 8); the corresponding total outstandings from the previous month must be entered at foot of column 7 and added to the total value of sales of the month; this gives the second total at foot of form; the amount realized during the month is the figure in column 8 opposite the second 'total' and is composed of actual payments for current sales and outstandings realized during the month.

Form 8.—This form resembles form 6, but refers to removals by consumers and purchasers. It is unnecessary to give detailed instructions regarding the method of posting the form as the principles are the same as for form 6. The returns from which this form is posted are the permit returns in Form P-2, register of leases, and duplicate copies of the cash books of the range and subordinate officers. When the right to collect certain produce is leased out, the full amount due under the lease *for one year* must be shown in column 6, either when the lease is entered into, or in the case of leases extending over more than one year, in the return for the month of July. At the same time the estimated quantity of produce to be removed during the financial year must be shown in columns 3 and 4.

Revenue under budget head X. Miscellaneous is not to be shown in this form.

Form 9.—The entries in this form will be arranged by budget sub-heads, the entries under each sub-head being arranged by ranges as prescribed for form 6.

Column 3 for each month must exactly correspond with column 6 of the previous month's return; recoveries will be posted in columns 4, 5 from the cash book; column 6 will contain column 3 *minus* column 5 *plus* column 9 of form 6 or column 8 of form 8, as the case may be.

Columns 3, 5, 6 must be totalled for each budget sub-head. The sum of the totals of column 3 under budget heads "X.—Timber and other produce removed from the forests by Government agency, Timber and other produce removed by consumers or purchasers" and

1) Stock of timber or other forest produce on hand will be taken and compared with the stock shown in the Registers.

2) Depot is properly managed

3) All accounts, returns and correspondence are in good condition.

2. By R O – Twice a year. after transaction.

" Drift and waifwood and confiscated forest produce," must be the same as the sum of the totals opposite outstandings at foot of column 7 of form 6 and column 6 of form 8.

Recoveries under the same heads (column 5) must in the same way agree with the entries under outstandings at foot of column 8 of form 6 and column 7 of form 8 and the balance outstanding under the same heads as per column 6 must agree with the balances shown at foot of column 7 of form 6 and column 6 of form 8.

Outstandings under the budget head " X. Miscellaneous, " must be shown in form 9 though they do not appear in any timber returns. As arrear balances of amounts awarded by Magistrates as compensation are watched by means of form 18 (Board's Proceedings, Forest, 28, dated 19th February 1907), they need not be shown in detail in form 9. It will be sufficient to enter in it the totals for each month taken from form 18.

In column 8 the date from which each item is outstanding must be entered; in the case of leases for which payments by instalments are prescribed, column 8 will only be filled up when an instalment has not been paid on the due date, and will remain filled as long as payment remains in arrears. Instalments due at future dates will be shown in the remarks column as prescribed in section 58.

Should any outstanding prove irrecoverable, sanction under section 58 is necessary before it can be written off, and until such sanction is obtained it must continue to be shown in form 9.

B.—THE POINTS TO BE NOTED BY THE CLERK CHECKING THE TIMBER RETURNS, ETC.

R. as inspection to Depot.

Form 5.

(1) That the arithmetical calculations are correct;

(2) that the closing balances of the previous month are correctly brought forward as the opening balances of the month under audit;

(3) that the quantity of produce on account of which charges for collection, conversion and transport are incurred under the head " 10. Conservancy and works—Forest produce removed by Government agency—Voted," corresponds with the quantity shown as added to stock collected, converted or transported in this return;

(4) that the transport of timber and other produce from one forest or depot to another is correctly shown as a receipt against the particular forest or depot concerned,

(5) that sales of timber and other produce are shown in form 6;

(6) that the closing balance is correctly struck; and

(7) that proper sanctions are forthcoming for timber and other produce shown as written off.

Form 6.

(1) That the arithmetical calculations are correct;

(2) that the sales recorded in form 5 are brought into form 6;

(3) that the value realized is properly classified, and credit given in the monthly cash account; and

(4) that revenue not realized is taken to form 9.

Form 8.

(1) That the arithmetical calculations are correct;

(2) that the seigniorage rates sanctioned for the district have not been exceeded;

(3) that revenue not realized is taken to form 9; and

(4) that revenue realized is correctly classified and credited in the monthly cash account.

Form 9.

(1) That the closing balances of the last month are correctly brought forward as the opening balances of the month under audit;

(2) that the value of timber, etc., not realized, as per forms 6 and 8 is duly recorded in this return;

(3) that the realizations of outstanding revenue are credited in the monthly cash account; and

(4) that the closing balance is correctly struck.

Works register.

(1) That the rates paid for works agree with the rates in the sanctioned estimates.

C.—THE POINTS TO BE ATTENDED TO BY THE MANAGER OR OTHER CLERK ENTRUSTED WITH THE SUPERVISION OF THE AUDIT OF THE RETURNS.

(1) That the amounts shown as realized in forms 6 and 8 have actually been brought to account;

(2) that timber, etc., written off is covered by proper sanction;

(3) that the balances shown as outstanding in form 9 agree with the total of the balances in forms 6 and 8;

(4) that prompt action is taken to realize all outstandings;

(5) that sanction is traceable for credit sales;

(6) that reported transfers of timber, etc., from one depot to another have actually been shown as issues and receipts in the several returns concerned; and

(7) that the classification is generally correct.

He must also compare the revenue under each budget head with the figures for the same period of the preceding year, and bring to the notice of the Conservator any marked decrease.

He must also watch the progress of expenditure on sanctioned works, and bring insufficient progress to notice.

NOTE.—The reviewing officer should in addition to the above points test the opening balance in a few cases with the previous month's closing balances and should generally satisfy himself that the returns have been properly audited.

APPENDIX 9

(Section 61.)

Rules for the supply and maintenance of Government tents supplied to Forest Officers.

The following rules must receive the very careful attention of Forest Officers:—

1. *Supply of tents.*—With a view to enable officers proceeding on inspection tours to command the greatest amount of convenience possible during such tours in respect of proper accommodation, Government have sanctioned the supply of tents, which can be obtained by indent from the Conservator or the Chief Conservator.

The tents supplied to the Forest department by the Central Jail, Coimbatore, shall be inspected, before issue at the jail, by the Conservator of Forests, Coimbatore Circle, who may, if unable to be present for unavoidable reasons, depute an experienced gazetted officer of the Forest department for the purpose.

As for old tents, Conservators will have discretion in the course of their annual inspection of tents, or at other times, to condemn all unserviceable tents in their circles, provided that no tent shall be condemned as unserviceable merely on account of age. In case a tent has to be condemned as unserviceable before it has served its allotted period of life an enquiry should be made into the reasons for its unserviceble condition, and the explanation of the officer or officers responsible therefor must be obtained and submitted to the Chief Conservator with the recommendations of the Conservator.

2. *Allotment of tents.*—The allotment of tents has been fixed as follows:—

(1) Chief Conservator—
One miniature Swiss cottage tent, 14′ × 14′.
One Swiss cottage tent, 12′ × 12′.
Two servants' tents, 12′ × 12′.
One necessary tent.
One small sowar pal.

(2) Conservator, Ootacamund Circle—
One 80 lb. Field Officer's tent with bath room 10′ × 8′.
One light double fly tent with bath room 9′ × 8′.
Two servants' tents, 12′ × 12′.
One necessary tent.

(3) Other Conservators—
One Swiss cottage tent 14′ × 14′ with punkah.
One 80 lb. Field Officer's tent.
Two servants' tents, 12′ × 12′.
One necessary tent.

(4) (*a*) District Forest Officers and Working Plans Officers—
One miniature Swiss cottage tent, 12′ × 12′.
One 80 lb. Field Officer's tent with bath room.
One servants' tent, 12′ × 12′.
One necessary tent.

(*b*) District Forest Officer, the Nilgiris—
Two 80 lb. Field Officer's tent, with bath-room.
One necessary tent.
One servants' tent, 12′ × 12′.

(*c*) No tents are required for the Wynaad, Nilambur and Palghat districts, the Forest Utilization Officer, the Forest Engineer and the Provincial Silviculturist. The Forest Engineer and the Forest Utilization Officer are, however, permitted to use the tents of local officers whenever required.

(5) Assistant Conservators not in charge of divisions and Assistant Working Plans Officers—
One 80 lb. Field Officer's tent with bath-room.
One necessary tent.
One servants' tent, 12′ × 12′.

(6) Rangers—
One shooting pal tent, 10′ × 10′.
One servants' tent 10′ × 10′.

(7) Forest Guards' Training Schools (two)—
Two shooting pal tents, 10′ × 10′ per school.
Ten servants' tents 10′ × 10′ per school.

NOTE.—Tents for Forest Guards' training schools are not required for Coimbatore and Ootacamund Circles. The scale mentioned above applies only to the Bellary and Salem Circles.

3. Tents issued to forest officers are intended for the use of the officer holding the appointment for the time being.

Read

4. *How to keep tents when not in use.*—When not in use, tents should generally be kept in a dry place on stands about 18 inches high and great care should be taken that they are not damaged by rats or whiteants. But during the monsoon, when they are not in use, they should also be spread out in the sun to dry not less than once a month.

Read

5. *Instructing for pitching and striking tents.*—The following instructions are laid down for pitching and striking tents and must be carefully attended to by all officers using Government tents. Attention to this will make them last much longer than they would do otherwise:—

1) Not under Tamarinds

(1) Tents should not, as a rule, be pitched under tamarind trees.

2) Do not drag along the ground.

(2) Tents should be spread on the tent bags and carpets before raising, and they should be struck only after spreading the bags and carpets to receive them. Straw also should be used when available. On no account should tents be dragged along the ground.

(3) Great care must be taken in pitching tents that the pegs for the ropes are placed in a straight line with the seams in the fly, so that strain may be direct and equal and not crosswise. Ropes should not, therefore, be tied to trees unless they happen to be exactly in the true line which will seldom be. It is the safest plan never to allow them to be tied to trees. If tents bag at the corners, the ropes which pass up inside the fly round the pole, must be pulled moderately tight and tied to the corner ropes so as to make the strain come on them and not on the canvas.

In case of storm "Bushing"

(4) In stormy weather, the corner and storm ropes of tents should invariably be "bushed." The operation of "bushing" consists in digging a hole beyond each corner peg, about a foot deep or so. In this hole, a branch or bush is buried horizontally but the upper end is left out of the ground, forming a crook if possible. The rope is first passed round a peg in the ordinary manner and the end of the rope is then tied round the upper end of the buried branch or bush. If bushes cannot be procured, as in sandy tracts, a hole should be dug and a tent peg buried at right angles to the direction of the rope at the depth of a couple of feet, the rope tied to it and the hole filled in and the sand firmly rammed down. It will be found that ropes so secured will hold in sandy soil far better than if tied to pegs driven in in the ordinary way.

In case of rain slackening off ropes.

(5) When rain comes on, all tent ropes should be slightly slackened off, so as to allow for the shrinkage of the ropes and canvas when wet. Ropes are otherwise liable to be broken and canvas to be torn and it often happens that their shrinking pulls the pegs out of the ground, especially in the dry weather when the ground is hard, and the pegs have probably not been driven in deep. If this should happen at night, as it frequently does, the fact that the pegs have drawn is likely to pass unnoticed and the tents will be liable to be blown down if the wind should rise.

Not pack damp tent.

(6) Care should be taken not to strike and pack tents when damp from rain or dew. A march had better be a little delayed than that a tent be spoilt from mildew, which is the certain consequence of frequently packing tents, with damp. If, however, the packing of tents wet is unavoidable, they should be opened out at the very earliest opportunity.

6. *Repairs to tents.*—Conservators are empowered to sanction repairs of tents within budget provision. No expenditure on repairs should be incurred within twelve months from the date of original issue of tents, save in exceptional circumstances.

Page 94, Appendix 9.—Rules for the supply and maintenance of Government tents supplied to Forest Officers—Rule 6. *Substitute* the following for the first sentence in the Rule :—

> " District Forest Officers are empowered to sanction expenditure on petty repairs to tents up to a limit of Rs. 20 per set annually and Conservators can sanction expenditure on repairs to tents to the extent required within budget provision."

(G.O. Ms. No. 1620, Development, dated 22nd April 1942.)

[I list, 26-4-46.]

Damage due to negligence must be paid for by the officers causing it. It should be understood that the Government have no intention of supplying lascars for the care and pitching of tents. Officers must make their own arrangements in this respect as they have done in the past with respect to their own tents.

7. *Report on the condition of the tents by the officers.*—Officers assuming charge of offices to which tents have been allotted will report on the condition of the tents taken over by them in Common Form No. 325. The report should be submitted to the Conservator of Forests who will give the necessary orders as to repairs which can be executed locally. All cases in which the Conservator considers it necessary to recover the cost of repair of tents, damaged by an officer's negligence, will be reported by the Conservator to the Chief Conservator of Forests, with the explanation of the officer concerned. Before forwarding these reports to the Chief Conservator, the Conservator, through whose hands they pass, should give the necessary orders as to repairs which can be executed locally. Reports of transfers of Range Officers' tents need not be forwarded to the Chief Conservator.

8. *Inspection of tents.*—District Forest Officers will inspect Range Officers' tents and Conservators, the District Forest Officers' tents at the annual inspection of range and Divisional Forest offices, respectively. District Forest Officers will submit a copy of their report on the condition of Range Officers' tents in C.F. No. 325 to the Conservator as soon as possible after the inspection. The responsibility for the proper upkeep of tents is personal and should invariably be enforced.

9. *Tents when and where to be repaired.*—Repairs found to be required should be completed as early as possible, so that all tents may be in perfect order. All repairs must be carried out locally under the supervision of the officers in charge of the tents. Cloth required for patching can be purchased either locally or from jails or from the Muir Mills Company, Cawnpore.

APPENDIX 10.

(Section 87.)

Destruction of records.

The following statement which supplements the list of accounts records given in Article 326 of the Financial Code, Volume I, shows the number of years after which certain records may generally be destroyed in all Forest offices:—

NOTE 1.—Records connected with claims to service and personal matters affecting persons in the service and records connected with expenditure on projects, schemes or works not completed although beyond the period of limitation should on no account be destroyed. Similarly orders and sanctions of a permanent character until revised should not be destroyed.

2. Books and periodicals and registers and records under the disposal number system should be retained for the periods prescribed in Appendix XII to Board's Standing Order No. 169.

1 Pay bills	35 years.
2 Acquittance rolls for pay	
3 Service order books	
4 Annual list of establishment as it stood on 1st April	

5	Pay bills of temporary establishment in Divisional Forest Offices	25 years
6	Cash books	
7	Office order books	
8	Register of deposits	15 years.
9.	Works register	10 years after closure of the works.
10.	Measurement books	
11	Register showing recoveries of rent ...	10 years.
12	Register showing the grant of leases in reserved forests and reserved and unreserved lands	
13	Register of receipts and disposals of stores, tools and plant	
14	Stock registers of stationery, forms and permits	
15	Registers connected with offences	
16	Budget estimates	
17	District Forest Officer's weekly reports except such of them as have been marked for permanent retention	
18	Spare copies of Board's and Chief Conservator's proceedings	
19	Spare copies of Administration Reports ...	
20	Plan of operations	
21	Conservator's Inspection Notes of Divisional Forest officers	
22	Depot-keeper's cash book	5 years.
23	P-1 register and P-2 register maintained in the Range offices	
24	Register of receipts and disposals of timber, etc., Forms Nos. 3 and 4	
25	Books maintained for Forms Nos. 5 6, 8, 9 and 11	
26	Ledgers	5 years after closing of last account.
27	Conservator's objection statements on timber accounts	5 years.
28	Diaries of Assistant Conservators and Range Officers	
29	Divisional schedule of rates	
30	Original and triplicate foils of permits ...	
31	Cash sheets received from depot-keepers ...	3 years.
32	Monthly accounts sent by Permit Issuing Officers and depot-keepers, extracts of Forms Nos. 3, 4, 5 and 6 chalans revenue statement	
33	Books maintained by Permit Issuing Officers and depot-keepers for the returns referred to in item 32	
34	Copies of monthly accounts submitted by Range Officers including the statements of works register, ledger accounts consolidated work voucher	
35	Monthly accounts of Conservators	
36	Forester's accounts including duplicate copies of the cash book	

37	P-1 registers and P-2 registers maintained by Permit Issuing Officers	3 years.
38	Tana P-3 registers	
39	Tana P-4 registers	
40	Tana P-6 registers	
41	Forester's diaries	
42	Counterfoils of invoices issued by the Range Officer when giving either permits or stationery	
43	Counterfoil books of Forest Guard's reports.	
44	Counterfoil books of Forest Guard's diaries.	
45	Forest Guards' note-books	
46	Travelling allowances bill registers opened in Range office	
47	Travelling allowances bill registers received from subordinates	
48	Acquittance rolls for travelling allowance.	
49	Copies of invoices received from subordinates for bamboo and other produce of Cardboard tickets	
50	Vouchers below Rs. 25	
51	Range Officer's timber returns	
52	Duplicate copies of the range cash book ..	
53	Village Officer's irusalnamas	
54	Village officer's commission bills	
55	Commission bill books	
56	Bill for timber or other produce sold ...	
57	Objection statements on Range Officer's monthly accounts	
58	Register of cheques drawn	
59	Counterfoils of cheque books	
60	Counterfoils of shooting licences	
61	Contingent bills	
62	Duplicate of receipts issued by Range Officer.	
63	Counterfoils of receipts (C.F. No. 140) ...	
64	Agreements	
65	*Fort St. George Gazette* except Part I ...	
66	Duplicates of permits issued by Range Officers and village headmen	2 years.
67	Duplicates of receipts by Permit Issuing Officers	
68	Permit Issuing Officers' weekly revenue statements	
69	Offence records after disposal of the cases.	
70	Monthly progressive statements of revenue and correspondence relating to any discrepancy in the figures	
71	Forest Guards' diaries	1 year
72	Reserve book	Until a working plan is prepared.

73	Personal files of all members of the Madras Forest Subordinate Service.	Five years after a subordinate ceases to be borne on the establishment or until his death, whichever occurs first.

APPENDIX 11.

(Section 89.)

Forms for reporting forest offences.

8b.

A

Range/Taluk forest offence report dated

To

The Magistrate,/District Forest Officer.

1. Locality and date of offence.

2. When, where, and by whom detected; and by whom and when reported; number and date of report in Form H.

3. * Number, name, age, parentage, caste, calling and residence of accused; and, if arrested, by whom, when, and where.

4. Nature of offence, and under what rule and section liable. If the offence is theft of forest produce, state whole quantity and value involved. If the offence is illegal grazing, state the number and description of the animals.

5. Number, name, parentage, calling and residence of witnesses. Points on which each witness' evidence is required.

6. Nature of the defence. State whether the accused is willing to compound.

7. Description and value of produce and tools, etc., seized and by whom and when.

8. In whose charge, and by whom and when left; and where the receipt is recorded.

9. History of the case; nature and date of inquiry by the undersigned.

B

Cancelled—Vide Board's Proceedings No. 108-P, dated 19th July 1915.

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* The forest subordinate will enter here his opinion as to the age of the accused in all cases in which the accused appears to be under 12 **years** of age.

(Board's Proceedings No. 68, dated 12th Mar. 1906.)

No.

FOREST OFFENCE FORM C.

FOREST DEPARTMENT, MADRAS.

*Offence No.*________*of* 19 –19 .

*of*________*Range.*

Case may be
- Compounded for Rs. against offender No.
- Withdrawn under section 49 against offender No.
- Prosecuted against offender No.

________19 .

District Forest Officer.

To
The Sub-Magistrate.

* * *

No.

FOREST OFFENCE FORM C.

FOREST DEPARTMENT, MADRAS.

*Offence No.*________*of* 19 –19 .

*of*________*Range.*

Case may be
- Compounded for Rs. against offender No.
- Withdrawn under section 49 against offender No.
- Prosecuted against offender No.

Seized produce to be $\frac{\text{released}}{\text{sold}}$

________19 .

District Forest Officer.

To
The Range Officer,
________Range.

* * *

FORM G.

(*To be in an Indian Language.*)

*Offence No.*________*of* 19 –19 .
*of*________*Range.*

To

accused.

Read offence report No. , dated , submitted by the Range Officer charging you under section of the Madras Forest Act V of 1882 with having on (date)*

The District Forest Officer is willing to compound the offence under section 55 of the Act if $\frac{\text{you pay}}{\text{each of you pay}}$ a compounding fee of Rs. within 30 days from the date of receipt of this order. If $\frac{\text{you fail}}{\text{any of you fail}}$ to pay the fees within the time specified $\frac{\text{you}}{\text{such of you as fail}}$ will be proceeded against according to the provisions of law.

2. The money must be remitted direct to the Range Officer either in person or by money order or paid into any Government treasury. If the money is paid to the Range Officer a receipt in C. Form 140 will be given. If paid into the treasury a receipt will be given by the Treasury Officer.

________19 . *District Forest Officer.*

* (Here enter brief particulars of charge.)

* * *

ACKNOWLEDGMENT.

*Offence No.*________*of* 19 –19 .
*of*________*Range.*

$\frac{\text{I}}{\text{We}}$ received copy of the notice on________

____

Signature or marks of accused.

NOTE.—If 'marks' are taken the signature of two respectable witnesses one of whom should be the village munsif or karnam should be obtained.

Composition fees, amounting to Rs. ——— were collected by ——— from offenders Nos. ——— on ——— and debited in the cash book as debtor item No. ——— of ——— 19 , dated ——— 19 .

The case againt offender No. ——— will be prosecuted. The papers were forwarded to the ——— Magistrate for the purpose on ———

The case against No. ——— has been withdrawn.

——— 19 . *Range Officer.*

Name of accused.	Father's / Husband's Name.	Residence.

D

Forwarding to the Conservator judgments in certain calendar cases / composition of certain forest offences of Sub-Magistrate / Range Officer and recommending rewards detailed below :—

Case number.	Magistrate or Range Officer.	Amount of composition or fine.	Value of property seized.	Total amount realized.	Particulars of offence.	Name of person to whom rewards should be granted.	Amount of reward.
		RS.	RS.	RS.			RS.
C.C. 54 of 1893–94.	Tumurucode Second-class Magistrate.	30	..	30	Taking 21 yepi khaddis without permits and 28 khaddis on unchecked permits.	Y. Putchiah, Karnam of Veludurti. D. Lathiba, Mohatad of Veludurti.	5 5
40 of 1893–94	Palnad Range Officer.	3	..	3	..	Inam Sahib, Forest Guard.	5
	Total ..	33	..	33		Total ..	15

A.B.

21*st September* 1893. *District Forest Officer.*

Sanctioned.

C.D.,

22*nd September* 1893. *Conservator.*

E

Judgment in Calendar Case No. 54 of 19 –19 on the file of the Tumurucode Second-class Magistrate, dated 12th September 1893 (Form A) Range / Taluk.

Offence Report No. ( ) of 19 .

Number of accused ..

Finding .. .. Guilty.

Sentence .. .. Rs. 30 fine or in default (Fine paid).

Compensation awarded under

Section 21 of the Forest Act. / Section 545 of the Cr. Pro. Code.

Magistrate.

F

KISTNA DIVISIONAL FOREST OFFICE,
24*th September* 1893.

To The Range Officer, Palnad Range.

Annexed is a statement showing the rewards sanctioned by the Conservator on 22nd September 1893, which should be distributed to the parties concerned after ascertaining that the appeal time in each case has expired, or, if an appeal has been preferred, that the decision of the lower Court has been confirmed

2. The number and date of this order should be quoted in the vouchers sent in support of the payment of the rewards.

(To be returned when done with.)

Number of calendar case.	On whose file.	Persons to whom reward granted.	Amount.	When paid and the item in which the payment was included.
C.C. 54 of 1893–94.	Tumurucode Second-class Magistrate.	V. Putchiah, Karnam of Veludurti.	RS. 5	3rd Oct. 1893, Cr. Item 4 of October 1893.
		D. Lathiba, Mohatad of Veludurti.	5	3rd Oct. 1893, Cr. Item 5 of October 1893.
		Inam Sahib, Forest Guard.	5	4th Oct. 1893, Cr. Item 7 of October 1893. X.Y.Z., *Range Officer.* No. , 7th Oct. 1893, returned to the District Forest Officer for information. X.Y.Z., *Range Officer.*

A.B.,
District Forest Officer.

24th September 1893.

[Code section 89.]

FORM H.

(*To be printed in the Indian languages.*)

Counterfoil.

Forest Department, Madras, Division.

Range, Beat.

Report of seizure of property concerned in a forest offence (section 41 of the Madras Forest Act V of 1882).

To
The Second-class Magistrate,

I beg to report that I seized the following property on in connection with a forest offence committed by the persons named below in the reserved $\frac{\text{forest}}{\text{land}}$. A full report on the case will be furnished in due course by the Forest Range Officer.

Particulars of property.	Name or names of accused.

o/c

Beat. Signature.

Dated 194 . Designation.

[Code section 89.]

FORM H.

(*To be printed in the Indian languages.*)

Duplicate.

Forest Department, Madras Division.

Range, Beat.

Report of seizure of property concerned in a forest offence (section 41 of the Madras Forest Act V of 1882).

To
The Second-class Magistrate,

I beg to report that I seized the following property on in connection with a forest offence committed by the persons named below in the reserved $\frac{\text{forest}}{\text{land}}$. A full report on the case will be furnished in due course by the Forest Range Officer.

Particulars of property.	Name or names of accused.

Beat. Signature.

Dated 194 . Designation.

Copy to the Range Officer.

[Code section 89.]

FORM H.

(*To be printed in the Indian languages.*)

Triplicate.

Forest Department, Madras Division.

Range, Beat.

Report of seizure of property concerned in a forest offence (section 41 of the Madras Forest Act V of 1882).

To
The Second-class Magistrate,

I beg to report that I seized the following property on in connection with a forest offence committed by the persons named below in the reserved $\frac{\text{forest}}{\text{land}}$. A full report on the case will be furnished in due course by the Forest Range Officer.

Particulars of property.	Name or names of accused.

Beat. Signature.

Dated 194 . Designation.

To the Second-class Magistrate.

INSTRUCTIONS FOR USING THE FORMS A TO H RELATING TO FOREST OFFENCES.

1. On the occurrence of a forest offence the Range Officer will submit a report in Form A to the District Forest Officer. If Government timber or forest produce is seized by one of the Range Officer's subordinates and if the offender is known, the seizing officer should not use Form A but will at once report the seizure to the magistrate in Form H, of which he will also submit a copy to the Range Officer with the full information required for the preparation of Form A as soon as he is in a position to do so. The number and date of this report in Form H should be quoted by the Range Officer under head 2 in the A Form report.

2. On receipt of Form A from the Range Officer, the District Forest Officer will pass orders as to whether the case may be prosecuted, compounded or withdrawn. These orders will be recorded in the combined Forms C and G which will be sent by the District Forest Officer to the Range Officer. The copy of Form C intended for the Magistrate will show the amount of the compounding fee fixed and, in cases in which the amount fixed is high, will contain a brief record of the reasons for it.

3. If the District Forest Officer's orders are to prosecute, the Range Officer will forward the copy of Form C, together with a copy of Form A in English, to the Magistrate.

If the District Forest Officer's orders are to compound, the Range Officer will at once serve on the accused the District Forest Officer's order in Form G and will take no further action till the period of 30 days mentioned in Form G has elapsed. The acknowledgment at the foot of Form G with the signature or mark of the accused will be returned by the Range Officer to the District Forest Officer.

When this period has elapsed, if compounding fees have not been paid, the Range Officer will forward to the magistrate Form A in English, together with the copy of Form C, after noting on the latter that compounding fees have not been paid within the time allowed, or, in cases where there are several accused persons, which of them have paid and which have not.

When compounding fees are paid by all the accused within the prescribed period of 30 days, or, if the District Forest Officer's orders are to withdraw, no report to the magistrate is necessary, except in cases in which a report in Form H has been submitted in the first instance. In such cases he will forward to the magistrate the copy of Form C, after noting on it the fact of payment of the compounding fees and the number and date of the corresponding report in Form H submitted in the first instance.

4. On receipt of Form A and the copy of Form C, the magistrate will take cognizance in cases where the offender is to be prosecuted, giving a calendar number to the case and issuing processes. In other cases, he need take no further action beyond filing Form C with the corresponding report in Form H.

5. In all the cases mentioned in rule 3 above, the Range Officer will write on the back of Form C sent to him the result of the action taken to carry out the District Forest Officer's orders and return it to that officer.

6. When in compounded or convicted cases a reward is considered necessary, the District Forest Officer will submit his recommendation in Form D, together with the necessary document for Conservator's sanction.

7. On receipt of Conservator's sanction, the District Forest Officer will send Form F to the Range Officer who will return it duly filled in after disbursement.

8. Form E is intended to be used by the magistrate to intimate the result of the trial of a forest offence.

9. Petty cases in which offenders are unknown need not be specially reported, but must be noted in the Range Officer's diary.

APPENDIX 12.

(Section 113.)

Rules with regard to uniforms, etc.

I. All members of the Madras Forest Subordinate Service shall wear the uniform of their rank when on duty.

II. Foresters and Forest Guards, whether permanent or temporary will be supplied with two suits of uniform and a complete set of accoutrements on their first appointment as such and thereafter with one new suit annually at Government expense. They will also be supplied with a cumbly or blanket, turban and putties, biennially. Warm clothing is supplied to those Foresters and Forest Guards whose beats lie in cold and wet tracts.

III. All accoutrements, including waist belt, hammer axe, numbers, letters, bronze buttons, whistles and badges supplied to Foresters, Forest Guards and watchmen are the property of Government and may on no account be made away with by the wearers. Any person not on duty in the Forest department found wearing any of the articles above classed as accoutrements, will be liable to criminal prosecution under sections 170 and 171 of the Indian Penal Code. The hammer axe must always be in the personal custody of the subordinate to whom it is supplied and on no account should it be used by anyone else.

IV. The uniform clothing, turban, putties, woollen jerseys, shoes, chevrons and cumblies supplied to Foresters and Forest Guards are also the property of Government but in the second year of wear the clothing and shoes, in the third year of wear the turban, putties, woollen jerseys, chevrons, and cumblies and in the fifth year of wear the water-proof coats and turban covers, will become the property of the men who may dispose of them as they please. The articles of clothing of any Forester or Guard who dies, resigns or is dismissed within the above periods, must be returned into store (i.e., to the Range Officer) along with the accoutrements. Foresters and Forest Guards will be required to be cleanly and properly dressed at all times when on duty and if they allow their clothing to become unserviceable within the prescribed period, another set will be supplied at their own expense, the cost being deducted from their pay in six monthly instalments.

V. Forest Rangers are required to supply themselves with the prescribed uniform and accoutrements at their own cost within one month of permanent appointment.

Forest Officers of those classes returning from the Forest College may wear the College uniform (if serviceable) for six months after return.

Rangers are required to appear at all times when on duty neatly and properly dressed and will be held responsible for the Foresters and Forest Guards under their control complying with the same rule.

VI. The following is the uniform prescribed for each rank:—

A.—FOREST GUARDS.

Coats.—A plain khaki blouse with no collar, open in front for eight inches from the neck, three small buttons to opening. A false flap behind button holes.

Patch pockets on each breast each with V-shaped flap fastening down with one small button. Patch pockets at each side without flaps.

Whistle pocket on left **breast.**

Breeches or shorts.—Knickerbockers, loose with waist cord run through; buckle and strap for fastening below the knee. Shorts may be supplied at the discretion of the District Forest Officers and Conservators with reference to the local circumstances of each division.

Material for coat and breeches to be khaki cloth.

Turban.—Plain green cloth, not made up, each turban to be 15 feet long and 27 inches wide.

Putties.—Khaki cloth.

Shoes.—Native sandals except that the subordinates serving in the localities mentioned below are supplied with boots:—

(1) The Nilgiris division.
(2) The Kodaikanal and Tandigudi ranges of the Madura division.
(3) The Wynaad division.
(4) The Attapadi and Silent Valleys of the Palghat division.

(5) The Chenat Nair Forest.
(6) The Ulandi Range of the South Coimbatore division.
(7) The South Kanara division (subordinates employed on timber and regeneration operations).

Buttons.—Five small buttons, round flat, with Tudor Crown in centre, bronze. To be attached with split rings.

Accoutrements.—A leather waist belt outside the jacket with circular brass buckle having the words " Madras Forest Department " round it and an electro-plated Tudor Crown in the centre. A hammer axe to be worn suspended from the left side of the belt in a leather sheath, the hammer head bearing a number to be worn on the left breast. The letters " F.G. " in metal to be worn on the right breast. A nickel whistle with flat leather guard ¼" wide to be worn in whistle pocket on left breast, the guard fastened to the second button of blouse.

Chevrons.—Ordinary chevrons will be green, and good conduct chevrons red. A green chevron will be worn on the right arm above the elbow, point downwards, by first-grade guards. Good conduct chevrons will be worn on the right arm over the cuff, point upwards.

B.—FORESTERS AND RANGERS.

Foresters.

Coat.—A military pattern tunic, loose fitting, with roll collar and cloth belt fastened at back and passing through cloth loops on each side. Side and breast pockets with straight flaps; whistle pocket on left breast.

Five front buttons, large. one small on each side and breast pocket and two small on belt, bronze.

Breaches or shorts.—Knickerbockers or shorts as those for guards.

Turban.—Plain green cloth same as for guards.

Putties.—Khaki cloth.

Shoes.—Same as for guards.

Whistles.—Same as for guards.

Badges.—Plain M.F.—Brass in block letters—each letter half an inch in height and half an inch in width. The badges should be worn on the shoulder straps of tunics and shirts. Foresters who desire to wear shirts for out-door work should provide themselves with khaki shirts at their own costs.

Note.—Forest Apprentices will be treated for purposes of supply of uniforms as Foresters.

Rangers.

Uniforms.—As for foresters, but with aluminium buttons and two stars on each side of collar.

Whistles.—Nickel silver, with twisted green and silver cord guards.

Buttons.—Same as for guards but of aluminium.

Stars.—Five pointed plain flat ¾" diameter with short and split rings aluminium 1/32" thick.

Badges.—Plain M.F.—Aluminium or any other white metal, half-an inch in height, each letter half an inch in width in block letters.

The badges should be worn on the shoulder straps of the coat. When coats are not worn, the badges should be on the shoulder straps of a khaki shirt.

Rangers may wear white uniform of the above pattern but with trousers instead of knickerbockers or shorts when not actually in the forests. Rangers when actually on duty in the forest may wear any kind of green turban they like; but with their white uniform they must wear green silk turbans. They may also wear khaki service topees. Rangers who wear turbans with uniforms may use a made-up silk turban of the ' Sirdar type ' dark green, with one inch wide gold lace border.

The appropriate head-dress for European and Anglo-Indian Rangers in white uniform is either a white helmet (Police pattern) with green puggri. or a fatigue cap of plain khaki with silver monogram (Tudor Crown over scroll with " Forests " inscribed thereon). No particular form of head-dress is prescribed for use with the khaki uniform.

C.—PEONS AND OTHER MENIALS.

VII. Peons of Forest offices are not eligible for uniforms like Foresters and Forest Guards. Those who are serving in cold and hilly tracts or who have to visit cold places, as well as mahouts, kavadies and boat syrangs, similarly circumstanced if they are on the sanctioned list, are supplied with warm clothing biennially according to the following scale:—

The menials in the Nilgiris will be supplied with warm clothing annually but the serge suits will be supplied only once in one and a half years. Peons of District Forest Officers, Anantapur, Cuddapah North and South, Chittoor, Nellore and Guntur divisions will be supplied with warm clothing once in four years and peons of District Forest offices other than the Nilgiris, Wynaad, Anantapur, Cuddapah North and South, Chittoor, Nellore and Guntur divisions once in three years.

Peons.

One long coat of blue serge.
One pair of trousers.
One cardigan jersey.
One cumbly.

Mahouts, kavadies, boat syrangs, etc.

One short coat of blue serge.
One pair of trousers.
One cardigan jersey.
One cumbly.

VIII. District Forest Officers will be held responsible for seeing that their subordinates, peons, and other menials are neatly and uniformly dressed. Indents for supply of uniforms and accoutrements to Foresters and Forest Guards and clothing to peons and other menials for the supply year 1st July to 30th June should be made on the Chief Conservator not later than the 31st December every year. The Chief Conservator will make every endeavour to comply with the indents before 1st July. There will only be one supply for the year and it is for the local officers to see that the yearly indents meet all requirements.

The following standard sizes should be adopted for uniforms to Foresters and Forest Guards:—

	Size.			
	I	II	III	IV
	INCHES.	INCHES.	INCHES.	INCHES.
Coat—				
Length	32	30	27	26
Arm	32	30	27	26
Chest	37	35	33	31
Neck	16½	15	14	13
Breeches—				
Length	34	32	30	28
Breadth	38	36	34	32
Band	13½	13	12½	12
Shoes—				
Chrome sandals	12	11½	11	10½

IX. A list showing the prices of the articles supplied will be sent round every year as soon as that year's supply is made and recoveries should be made according to that list if any of the articles are lost by the subordinates.

N.B.—Forest watchmen are supplied with brass badges and leather straps to be worn on the left arm above the elbow and should be encouraged to adopt the same description of khaki cloth as worn by the Forest Guard though it will not be supplied gratis or considered in any way obligatory on this class.

When fresh articles of accoutrements are supplied, the old one should be returned into the store, and, if necessary, destroyed, and the same rule should apply to the badges supplied to forest watchers.

X. All the articles of clothing shall be stamped with the year of supply.

XI. Indenting officers should see that new issues of clothing are not made as a matter of course at the end of the prescribed period of wear but that they are carefully restricted to the replacement of articles which are quite incapable of further wear. A certificate to this effect should be furnished in the annual indent in the following form:—

> "Certified that the indent provides only for the replacement of articles which are quite incapable for further wear."

The period of wear of the several articles is as under:—

	Class of article.	Period of wear. YEARS.
1	Khaki suits	1
2	Khaki putties	2
3	Green turbans	2
4	Serge suits—	
	Foresters and Forest Guards in the Nilgiris and the Palnis, Madura division	1
	Peons and other menials in the Nilgiris	1½
	Peons and other menials in the Palnis (Madura division)	2
	Peons and other menials in cold and hilly tracts other than the Nilgiris and the Palnis	2
	Peons of District Forest Offices, Anantapur, Cuddapah North and South, Chittoor, Nellore and Guntur divisions	4
	Peons of the District Forest Offices other than the Nilgiris, Wynaad, Anantapur, Cuddapah North and South, Chittoor and Nellore and Guntur divisions	3
5	Woollen jerseys—	
	Foresters and Forest Guards, peons and other menials in the Nilgiris	1
	Foresters and Forest Guards in the Palnis (Madura division)	1
	Peons and other menials in the Palnis (Madura division)	2
	Foresters, Forest Guards and peons and other menials in cold and hilly tracts other than the Nilgiris and the Palnis	2
	Peons of District Forest Offices, Anantapur, Cuddapah North and South, Chittoor, Nellore and Guntur divisions	4
	Peons of the District Forest Offices other than the Nilgiris, Wynaad, Anantapur, Cuddapah North and South, Chittoor, Nellore and Guntur divisions.	3

Class of article.	Period of wear. YEARS.
6 Cumblies—	
Foresters and Forest Guards, peons and other menials in the Nilgiris	
Subordinates in cold and hilly tracts other than the Nilgiris	
Peons of District Forest Offices, Anantapur, Cuddapah North and South, Chittoor, Nellore and Guntur divisions	4
Peons of the District Forest Offices other than the Nilgiris, Wynaad, Anantapur, Cuddapah North and South, Chittoor and Nellore and Guntur divisions.	3
7 Chevrons	2
8 Waterproof coats and turban covers	4
9 Chrome sandals	1
10 Ammunition boots	1
11 Waist belt (leather belt with clasp and crown).	No period of wear is fixed. A fresh supply will be made only when the original supply is lost or becomes unserviceable. If the articles are lost the value will be recovered from the subordinates at fault, after observing the procedure prescribed under rule 55 of the Civil Services (Classification, Control and Appeal) Rules.
12 Hammer axes.	
13 Metallic numbers.	
14 Metallic letters "F" and "G".	
15 Bronze buttons.	
16 Whistles.	
17 Badges.	

APPENDIX 13.

(Section 117.)

Statement prescribing the authorities who should prepare and maintain the personal files of the members of the Madras Forest Subordinate and Ministerial Services and those who should scrutinize them.

Grades of officers. (1)	Authorities who should prepare and maintain personal files. (2)	Authorities who should scrutinize personal files. (3)
	SUBORDINATE SERVICE.	
	Class I.	
Category 1—		
Rangers (working under the Forest Utilization Officer and the Forest Engineer).	Chief Conservator of Forests.	....
Others	Conservator concerned or the Working Plans Personal Assistant, as the case may be.	....
Category 2—		
Foresters	Forest Engineer, Forest Utilization Officer, Provincial Silviculturist, Working Plans Officer concerned or the District Forest Officer concerned, as the case may be.	Conservator concerned in the case of those working under the District Forest Officers and the Provincial Silviculturist, Working Plans Personal Assistant in the case of those working under Working Plans Officers.

Grades of Officers. (1)	Authorities who should prepare and maintain personal files. (2)	Authorities who should scrutinize personal files. (3)
Category 3—		
Forest Guards	Rangers concerned ..	Forest Engineer, Forest Utilization Officer, Provincial Silviculturist, Working Plans Officer concerned or the District Forest Officer concerned, as the case may be.
Category 4—		
Forest Apprentices ..	Forest Engineer, Forest Utilization Officer, Provincial Silviculturist, Working Plans Officer concerned or the District Forest Officer concerned, as the case may be.	Conservator concerned in the case of those working under the District Forest Officers and the Provincial Silviculturist, Working Plans Personal Assistant in the case of those working under Working Plans Officers.
	Class II.	
Curator	Conservator, Coimbatore Circle.	....
	Class III.	
Category 1—		
Draughtsmen in the Chief Conservator's office.	Personal Assistant to the Chief Conservator of Forests.	Chief Conservator of Forests.
Draughtsmen in the Working Plans Section.	Working Plans Personal Assistant.	Do.
Draughtsmen in the Conservators' offices.	Conservator concerned.	....
Draughtsmen in the Divisional Forest offices.	District Forest Officer concerned.	Conservator concerned.
Category 2—		
Surveyor-Draughtsmen in the Forest Engineer's office.	Forest Engineer ..	....
Category 3—		
Tracer in the Forest Engineer's office.	Forest Engineer ..	....
	MINISTERIAL SERVICE.	
	Managers.	
Manager, Chief Conservator's office.	Personal Assistant to the Chief Conservator of Forests.	Chief Conservator of Forests.
Manager, Conservators' offices.	Conservator concerned.	....
	Superintendents.	
Chief Conservator's office.	Personal Assistant to the Chief Conservator of Forests.	Chief Conservator of Forests.
	Head Clerks.	
Divisional Forest offices ..	District Forest Officer concerned.	Conservator concerned.
Forest Utilization Officer's office.	Forest Utilization Officer	....
Provincial Silviculturist's office.	Provincial Silviculturist.	Conservator, Ootacamund Circle.
	Accountants.	
Chief Conservator's office.	Personal Assistant to the Chief Conservator of Forests.	Chief Conservator of Forests.

AUTHORITIES WHO SHOULD PREPARE AND MAINTAIN PERSONAL FILES AND THOSE WHO SHOULD SCRUTINIZE THEM

Grades of officers. (1)	Authorities who should prepare and maintain personal files. (2)	Authorities who should scrutinize personal files. (3)
Chief Conservator's office—Working Plans Section.	Working Plans Personal Assistant.	Chief Conservator of Forests.
Conservators' offices ..	Conservator concerned.	....
Divisional Forest offices ..	District Forest Officer concerned.	Conservator concerned.
Forest Utilization Officer's office.	Forest Utilization Officer.	....
Forest Engineer's office ..	Forest Engineer ..	....
	Clerks, Upper Division.	
Chief Conservator's office.	Personal Assistant to the Chief Conservator of Forests.	Chief Conservator of Forests.
Tour Clerks in Conservators' offices.	Conservator concerned.	....
	Clerks, Lower Division, and Typists.	
Chief Conservator's office.	Personal Assistant to the Chief Conservator of Forests.	Chief Conservator of Forests.
Chief Conservator's office—Working Plans Section.	Working Plans Personal Assistant.	Do.
Other offices	Head of office concerned.	Authority competent to inspect the offices.
	Range Clerks.	
Range offices	Range Officers	Authority competent to inspect the offices.

Statement showing the authorities who should prepare personal files of Gazetted officers and those who should scrutinize and maintain them.

Grade of officer.	Authority who should prepare personal files.	Authority who should scrutinize and maintain personal files.
Conservators	Chief Conservator of Forests.	....
Personal Assistant to the Chief Conservator of Forests.	Do.	....
Working Plans Personal Assistant to the Chief Conservator of Forests.	Do.	....
Forest Utilization Officer.	Do.	....
Provincial Silviculturist ..	Conservator, Ootacamund Circle.	Chief Conservator of Forests.
Forest Engineer	Chief Conservator of Forests.	....
Assistant to Forest Utilization Officer.	Forest Utilization Officer.	Chief Conservator of Forests.
Assistant to District Forest Officer.	District Forest Officer ..	Do.
District Forest Officers ..	Collectors and Conservators.	Do.
Working Plans Officers ..	Working Plans Personal Assistant to the Chief Conservator of Forests.	Do.

Form of confidential report on officers of the Indian Forest Service and Madras Forest Service for the year ending 31st December 19 .

Name of officer:

How employed:

(The report should comment generally on the way in which the officer has carried out his various duties during the year and should give an estimate of his personality, character and abilities, including his professional skill and judgment; and should make mention of his physical fitness for an active outdoor life and of his relations with his fellow officers and with the public. It should contain an opinion on any point specially required at any particular time, e.g., fitness to pass an efficiency bar or fitness for advancement.)

By the District Forest Officer in the case of officers attached to the division. (To be submitted to the Conservator through the Collector.)

District Forest Officer,
Division.

By the Collector. (To be transferred direct to the Conservator in the case of a report on the work and conduct of a District Forest Officer. To be forwarded to the Conservator as an endorsement on the District Forest Officer's report in the case of other officers).

Collector,
District.

(By the Conservator.)

Conservator of Forests,
Circle.

(Remarks of the Chief Conservator)

Return of probationers in the Madras Forest Service for the half year ending $\frac{\textit{30th June 19}}{\textit{31st December 19}}$ —

Period of probation prescribed—

NOTE.—(1) The names of probationers should be arranged in order with reference to the period of probation still remaining, the probationer who has the shortest period of probation still to be spent being put at the top of the list and the probationer who has the longest period of probation still to be spent being put at the bottom.

(2) Persons who are officiating or are holding temporary posts should also be shown as probationers, and broken periods, if any, of acting or temporary service already rendered should be counted as spent on probation.

Serial number.	Name of probationer.	Dates of commencement and termination of periods spent on probation.			Examinations passed.	Examinations still to be passed.	Period still to be spent on probation if further service is unbroken.	Remarks showing whether probationer's work has been satisfactory or not.
		Begun.	Ended.	Period.				
(1)	(2)		(3)		(4)	(5)	(6)	(7)

APPENDIX 14.

(Section 119.)

List of major, minor and detailed account heads of Revenue and major, minor heads and sub-heads of appropriation and detailed account heads of expenditure.

REVENUE.

MAJOR HEAD—X. FOREST— REVENUE, PROVINCIAL.

Minor heads.	Detailed account heads.
X A Timber and other produce removed from the forests by Government Agency.	Sandalwood. → X A1.
	Other produce—
	Timber. X A2
	Firewood and charcoal. X A3
	Bamboos. X A4
	Other minor produce. X A5

LIST OF MAJOR, MINOR AND DETAILED ACCOUNT HEADS OF REVENUE AND MAJOR, MINOR, SUB-HEAD AND DETAILED ACCOUNT HEADS OF EXPENDITURE

Minor heads.	Detailed account heads.
X B Timber and other produce removed from the forests by consumers or purchasers.	Timber. X B1 Firewood and charcoal. .. B2 Bamboos. .. B3 Grazing and fodder grass... B4 Other minor produce. .. B5
X C Drift and waifwood and confiscated forest produce.	....
X D Revenue from forests not managed by Government.	Forest panchayats. 1a Compounding fees in forest offences reported by forest panchayats. IB Sale of forest produce confiscated in panchayat forests. IC
X E Miscellaneous	Fines and forfeitures. 1 Rents of buildings. 2 II Compounding fees in forest offences reported by other than forest panchayats. 3 III Contribution towards leave salary of officers lent to foreign service. 4 IV Other sources. V
Receipts in England	....
Loss or gain by exchange . ..	....
Deduct—Refunds—Voted . ..	Refund by Forest Officers. Refund by Revenue Officers.

EXPENDITURE.

MAJOR HEAD—10. FOREST.

Minor head.	Sub-heads of appropriation.	Detailed account heads.
a. General Direction.	A. Pay of Officers ..	Charged. 10 A
	Do. ..	Voted or authorized.
	B. Pay of Establishments.	Do. 10B.
	C. Clothing and equipment.	Do. 10 C
	D. Other charges	Charged— Travelling allowances (including cost of passages). Other compensatory. Voted or authorized— Allowances. Books and periodicals. Service postage and telegrams. Other charges. 10D
	I. Ordinary Areas.	
b. Conservancy and Works.	A. Forest produce removed by Government Agency.	Voted or authorized— Timber. Firewood and charcoal. Bamboos. Sandalwood. Grass and other minor produce. 10bA
	B. Timber and other produce removed from the forest by consumers and purchasers.	Voted or authorized. 10B
	C. Maintenance, repairs and renewals—	
	1. Feed and upkeep of cattle.	Voted or authorized.
	2. Renewals or replacements of stores and tools and plant.	Do.
	D. Communications and buildings—	
	1. Roads and bridges ..	Voted or authorized.
	2. Buildings and other works.	Voted or authorized— Buildings. Rates and taxes. Other works.

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Minor head.	Sub-heads of appropriation.	Detailed account heads.
	I. Ordinary Areas—cont.	
b. Conservancy and Works—*cont.*	E. Conservancy and Regeneration—	
	1. Regeneration ..	Voted or authorized.
	2. Fire protection ..	Do.
	3. Other works	Voted or authorized— Maintenance of boundaries. Working Plans. Payment to the Survey of India Department for Forest map works. Other items.
	F. Other charges	Voted or authorized— Transfer of licence fees to the Nilgiri Game Association. Honoraria. Rates and Taxes. Miscellaneous.
	G. Forest Panchayats ..	Voted or authorized— Assignments to forest panchayats of a moiety of the compounding fees in forest offences. Maintenance of forest rest-houses. Other charges. Assignments to forest panchayats sale-proceeds of the confiscated produce.
	H. Suspense—Works advances.	Voted or authorized.
	II. Partially Excluded Areas.	
	A. Forest produce removed by Government Agency.	Voted or authorized— Timber. Firewood and charcoal. Grass and other minor produce.
	B. Timber and other produce removed from the forest by consumers and purchasers.	Voted or authorized.
	C. Maintenance, repairs and renewals—	
	1. Feed and upkeep of cattle.	Voted or authorized
	2. Renewals or replacements of stores and tools and plant.	Do.
	D. Communications and buildings—	
	1. Roads and bridges ..	Voted or authorized—
	2. Buildings and other works.	Buildings. Other works.
	E. Conservancy and Regeneration—	
	1. Regeneration ..	Voted or authorized.
	2. Fire protection ..	Do.
	3. Other works	Do. Maintenance of boundaries.
	F. Other charges	Voted or authorized— Honoraria. Miscellaneous.
	G. Suspense—Works advances.	Voted or authorized.
	I. Ordinary Areas.	
c. **Establishments.**	A. Pay of officers	Charged. Voted or authorized.
	B. Pay of establishments..	Voted or authorized— Permanent. Temporary.

LIST OF MAJOR, MINOR AND DETAILED ACCOUNT HEADS OF REVENUE AND MAJOR, MINOR, SUB-HEAD AND DETAILED ACCOUNT HEADS OF EXPENDITURE

Minor heads.	Sub-heads of appropriation.	Detailed account heads.
	I. Ordinary Areas—cont.	
c. Establishments—*cont.*	C. Allowances and Honoraria.	Charged.
		Travelling allowances.
		Other compensatory.
		Cost of passages.
		Voted or authorized.
		Travelling allowances.
		Fixed Travelling Allowances.
		Other compensatory.
	D. Contingencies	Voted or authorized—
		Service postage and telegram charges.
		Pay of menials.
		Tour charges.
		Office expenses.
		Rates and taxes.
		Apparatus and materials.
		Other charges.
	II. Partially Excluded Areas.	
	A. Pay of officers	Charged.
		Voted or authorized.
	B. Pay of establishments.	Voted or authorized—
		Permanent.
		Temporary.
	C. Allowances and Honoraria.	Charged.
		Travelling allowances.
		Cost of passages.
		Voted or Authorized—
		Travelling allowances.
		Fixed travelling allowances.
		Other compensatory.
	D. Contingencies	Voted or authorized—
		Service postage and telegram charges.
		Pay of menials.
		Tour charges.
		Office expenses.
		Apparatus and materials.
		Other charges.
Interest on capital.	....	
10. d. Charges in England.	High Commissioner for India—	
	A. Leave salaries and deputation pay.	Charged.
		Voted or authorized.
	B. Sterling Overseas Pay.	Charged.
	C. Allotment of pay of officers.	Charged.
		Voted or authorized
	D. Stores for India ..	Voted or authorized.
	E. Other charges (cost of passages).	....
10. e. Loss or gain by exchange.	A. Other than stores ..	Charged.
		Voted or Authorized.
	B. Stores	Voted or Authorized.

✓

NOTE.—(1) Expenditure is either "Special" or "Ordinary" as defined in section 122. The following items come under "Special" expenditure:—

(1) Construction of permanent roads, tramways, bridges, houses, canals, wells, timber slides, sawmills, factories, etc., including equipment of houses, sawmills, factories, etc.
(2) Purchase of livestock, stores, and tents, tools and plant.
(3) Purchase of land for plantations and forest purposes and cash compensation for extinction of forest rights. A register of lands acquired for forest purposes should be maintained in Form No. 44.
(4) Expenditure on forest settlements and demarcation of reserves.
(5) Cost of forest surveys.
(6) Cost of compiling working plans including valuation surveys and enumerations.
(7) Plantations including extensive cultural operations. Renewals, additions and improvements under the above items of expenditure will come under "Special" expenditure while ordinary repairs to the capital works come under "Ordinary" expenditure.

(2) *Major head—65. Capital Outlay on Forests.*—With effect from 1937–38, exhibition of capital expenditure in the Forest Department should cease except where such expenditure is incurred from borrowed funds in which case it would be debited to "65. Capital Outlay on Forests." This head is retained for this purpose alone—see also the foot-note under the head in Annexure A to the Madras Budget Manual.

Other Forest expenditure of a "Capital" nature not met from borrowed funds would not be recognized as such in the regular accounts, but would, at the discretion of the Government of Madras form the subject of *pro forma* commercial accounts for any particular large scheme outside the regular accounts.

Interest is not chargeable on capital outlay except in cases where borrowed funds have been employed (vide Government of India letter No. F. 99-4-36-F., dated 7th/9th January 1937, communicated in G.O. No. 271, Development, dated 3rd February 1937). The requisite minor and detailed heads may be opened when it is proposed to incur capital expenditure from borrowed funds

APPENDIX 15.

(Section 131.)

Form for Petty Contracts.

FOREST DEPARTMENT, MADRAS.

Under Rs. 500.

AGREEMENT with
for work to be executed on the
as per conditions below.

(Place) (Date).

Description and quantity of work.	Rate. RS.	Probable amount. RS.

Officer in charge of the work.

Conditions.

1. The officer in charge of the work will accept or reject the work executed according to his own judgment.

2. The work will be measured up and paid for at least once a month. Fractions less than half a rupee in the total of the bill will be disregarded, and half a rupee and over will be taken as a whole rupee.

3. This agreement may be cancelled at any time by the officer in charge of the work, the District Forest Officer, or the contractor. If cancelled by the officers of the Forest Department without any fault on the part of the contractor, materials collected by the latter for the work will be taken over at a reasonable price, if of good quality, and not in excess of requirements.

4. Should any dispute arise, the matter shall be referred to the Collector for arbitration.

Contractor. *Officer in charge of the work.*

APPENDIX 16.

(Section 131.)

Schedule Contract.

FOREST DEPARTMENT, MADRAS.

Entered into between and the District Forest Officer, Division, on account of the Government of Madras.

I, , son of , inhabitant of , in the Province of Madras, do hereby undertake to execute $\frac{\text{for the sum of Rs. all the work}}{\text{and supply such works and stores}}$ as detailed in the plans, estimates, specifications and schedules appended and subject to the conditions attached; also to complete and hand over the same in a satisfactory and workman-like manner to the District Forest Officer or his authorized representative on or before the day of in the year one thousand nine hundred and

Signed, sealed and delivered by the said this day of in the year of Christ one thousand nine hundred and in the presence of

CONDITIONS OF A SCHEDULE CONTRACT.

For

1. A Bill will be submitted by the contractor each month for all work executed or stores supplied in the previous month in accordance with the terms of the specification, and the District Forest Officer will take the requisite measures for having the same tested, and the claim, as far as admissible, adjusted, if possible, before the expiry of ten days from the presentation of the bill. Fractions less than half a rupee in the total of the bill will be disregarded, and half a rupee and over will be taken as a whole rupee.

2. No work or stores will be paid for unless thoroughly good and fully in accordance with the specification, and should, through inadvertence, bad work or stores be passed and paid for, it will nevertheless be perfectly competent for the District Forest Officer to strike the same out of the account at any future time, and recover the value at any date previous to, or at the time of, granting the final certificate.

3. The bill above alluded to will be submitted in exact accordance with the form supplied by the District Forest Officer, and the rates at which the value of the work or stores is calculated will be those tendered for and accepted and entered in the attached schedule. To allow of a guarantee fund being formed on the part of Government, a deduction of 5 per cent from all payments to the contractor is to be made by the District Forest Officer at the time of payment.

4. The District Forest Officer is fully empowered to devote all, or such portion as may be requisite, of this guarantee or reserve fund to making good, bad or indifferent work on the part of the contractor in such manner as he may think desirable.

Not applicable to the supply of stores.

5. Similarly, should overpayments have been inadvertently made on the faith of the contractor's bill, although checked by the District Forest Officer or his authorized representative, it will be competent for the District Forest Officer to recover the same from the contractor either by deducting the amount from any account subsequently rendered, or from the guarantee fund.

6. The contractor is bound to adopt any alteration or addition to the original design which the District Forest Officer may direct in writing and execute the same at the same rates as the other portions of the work. He must also at once undo and make good any work which may be pronounced bad, or not in accordance with the specification.

Not applicable to the supply of stores.

7. Failing within ten days to conform to the instructions of the District Forest Officer in either of the above cases, that officer has power to execute the work by any agency he may consider desirable at the risk and cost of the contractor, using, if necessary, any plant or materials which may be collected at site, and paying for the same at his own valuation.

Not applicable to the supply of stores.

8. Should the District Forest Officer consider that work, although not executed in strict accordance with the specification, may be allowed to stand, he is empowered to pay for the same at such reduced rates as he may fix, and similarly, in the case of inferior stores supplied, which, though not of the quality required by the specification, may yet be passed, he is also empowered to pay for the same at such reduced rates as he may consider equitable. This proceeding is, however, quite optional on the part of the District Forest Officer.

9. The contractor is bound to provide all requisite plant and thoroughly intelligent agency for the execution of the work, failing in which the District Forest Officer is empowered to supply such machinery or agency (either superintendence, skilled or unskilled labour) as he may consider desirable at the cost of the contractor, removing such as he may object to.

Not applicable to the supply of stores.

Not applicable to the supply of stores

10. Advances may be made to the contractor to the extent of 80 per cent of the value of all materials (as assessed by the District Forest Officer) deposited at site and mortgaged to Government, the amount of all such advances being recovered as the materials are utilized or from the bill for completed work subsequently submitted.

11. All rejected materials will at once be removed from site by the contractor to such distance as may be desired, failing in which the District Forest Officer is empowered, after giving ten days' notice in writing, to do so himself, recovering the cost of the same from the contractor.

Not applicable to the supply of stores.

12. No unsightly pits, refuse stores, or other disfigurements will be allowed to remain in the neighbourhood of any completed work, and, should the contractor not comply with the instructions of the District Forest Officer to rectify such defects, that officer may, after ten days' notice in writing, take such measures for their remedy as he may consider desirable, charging the cost of the same to the contractor.

13. The contractor is obliged to conform to all the legitimate instructions of the District Forest Officer in respect to the above conditions, or such other matters as may affect the safety of the work, failing in which that officer is empowered, after giving ten days' notice in writing, to take the work entirely into his own hands, declaring the contract cancelled, and employing, if necessary, any materials or plant belonging to the contractor, which he may consider requisite, paying for the same at his own valuation.

14. The District Forest Officer is similarly empowered to annul the contract should he consider that there has been unnecessary delay on the part of the contractor in attending to or carrying out the instructions relative to the prosecution of the work or in the supply of stores. In the event of the contract having to be cancelled through non-fulfilment of any of the conditions on the part of the contractor, the amount or so much thereof as may be necessary of the guarantee fund or other security deposited by the contractor shall be and remain the property of Government in or towards satisfaction of any loss sustained by Government by reason of such breach of contract.

15. No portion of the reserve or guarantee fund can be demanded by the contractor till such time as the District Forest Officer grants a certificate of completion of the terms of his contract: but in cases of contracts extending over twelve but not more than eighteen months, the reserve may be paid to the contractor in the last month of the official year (provided the contract has been in force not less than six months) under the following conditions:—First, that the contractor has completed the terms of his contract both as regards quality and quantity of work performed or stores supplied; and second, that such payment is not to be considered as a final adjustment of the accounts to date, or to invalidate any of the terms or conditions of the contract.

16. When two or more persons combine to take up a contract, it will be absolutely necessary for them to appoint some one person (either partner or otherwise) to be their accredited agent, and to give him powers-of-attorney to receive payments on account of the work contracted for and to grant receipts; this power-of-attorney to be lodged in the hands of the District Forest Officer. In the event of one or more of the partners in the contract wishing to withdraw this power-of-attorney and to transfer it to some other person, he or they must give one month's warning of this in writing to the District Forest Officer, who may on the receipt of such warning consider himself at liberty at any time within the month to declare the original contract null and void, precisely under the same conditions as for non-fulfilment of work, etc., and thereon, i.e., after giving ten days' notice in writing, take over the work and materials on the part of Government, making

such arrangements for its progress as above provided in paragraph 7 of these conditions.

17. The final adjustment must invariably be preceded by a thorough re-measurement of the whole of the work performed, which will be made by the District Forest Officer or his authorized representative, and at which the contractor or his accredited agent must be present. For this purpose, a written notice will be sent to him, at least ten days before the date fixed for the measurement, appointing the day, hour and place of meeting. Should he not attend to this, the measurements will proceed without him and will be conclusively binding upon him.

18. The contractor will furnish, free of charge, all labour and tools required for such examination of the work as the District Forest Officer at any time considers desirable, failing which he may have this done at the contractor's cost, deducting the charges incurred from his bill.

19. When a dispute arises between the District Forest Officer and contractor as to either quantity or quality of any work performed, the matter will, at the requisition of the latter, be referred to the Collector, who shall be empowered to appoint an officer or Upper Subordinate to measure and examine the work in the presence of the contractor. Due notice, as in paragraph 17, will be given to the contractor regarding the time and place of making these measurements, etc., and should he not be present or be represented by a duly accredited agent, the Collector may decide the case finally on the report furnished to him by the departmental officer deputed as above: any objections to the measurements taken, etc., must, moreover, be stated to the deputed officer at the time and a copy of the same in writing forwarded to him for submission with his report to the Collector at latest within 24 hours. The reference to the Collector shall be made within two months of the date of the order of the District Forest Officer.

20. The contractor shall abide by the decision of the District Forest Officer in the case of occurrence of any dispute or difference (other than that provided for by paragraph 19) arising between him and the District Forest Officer or any officer subordinate to him in regard to the construction of any of the above conditions or to any other question proceeding therefrom, and any and every such decision shall be final and conclusively binding on the contractor and shall not be subject to question or review upon any ground whatsoever.

21. Paragraphs 4, 6, 7, 9, 10 and 12 are not to be considered as applicable in a contract for the supply of stores of any kind. **Not to be applicable in supply of stores.**

APPENDIX 17.

(Section 131.)

Lump-sum contract. — Not for Forest Dept.

FOREST DEPARTMENT, MADRAS.

Entered into between and the District Forest Officer, Division, on account of the Government of Madras.

I, , son of , inhabitant of in the Province of Madras, do hereby undertake to execute for the sum of Rs. all the work / and supply such works and stores as detailed in the plans, estimates, specifications and schedules appended and subject to the conditions attached; also to complete and hand over the same in a satisfactory and workman-like manner to the District Forest Officer or his authorized representative on or before the day of in the year one thousand nine hundred and

Signed, sealed and delivered by the said this day of in the year of Christ one thousand nine hundred and in the presence of

CONDITIONS OF A LUMP-SUM CONTRACT.

For

1. A bill will be submitted by the contractor each month for all work executed in the previous month in accordance with the terms of the specification, and the District Forest Officer will take the requisite measures for having the same tested and the claim, as far as admissible, adjusted, if possible, before the expiry of ten days from the presentation of the bill. Should the contractor be unable to prepare the bill himself, the District Forest Officer will depute a subordinate to measure up the work performed in the presence of the contractor, whose countersignature to the measurement list will be a sufficient warrant to the District Forest Officer to prepare the bill for him from that list.

2. No work will be paid for unless thoroughly good and fully in accordance with the specification, and should, through inadvertence, bad work be passed and paid for, it will nevertheless be perfectly competent for the District Forest Officer to strike the same out of the account at any future time and recover the value at any date previous to, or at the time of, granting the final certificate.

3. The bill above alluded to will be submitted in exact accordance with the form supplied by the District Forest Officer, and the rates at which the value of the work is calculated will be those entered in the attached schedule of rates. To allow of a guarantee fund being formed on the part of Government, a deduction of 10 per cent from all payments to the contractor is to be made by the District Forest Officer at the time of payment.

4. The District Forest Officer is fully empowered to devote all, or such portion as may be requisite, of this guarantee or reserve fund to making good, bad or indifferent work, on the part of the contractor, in such manner as he may think desirable.

5. Similarly, should overpayments have been inadvertently made on the faith of the contractor's bill, although checked by the District Forest Officer or his authorized representative, it will be competent for the District Forest Officer to recover the same from the contractor either by deducting the amount from any account subsequently tendered or from the guarantee fund.

6. The contractor is bound to adopt any alteration or addition to the original design which the District Forest Officer may direct in writing and execute the same at the same rates as the other portions of the work. He must also at once undo and make good any work which may be pronounced bad or not in accordance with the specification.

7. Failing within ten days to conform to the instructions of the District Forest Officer in either of the above cases, that officer has power to execute the work by any agency he may consider desirable at the risk and cost of the contractor, using, if necessary, any plant

or materials which may be collected at site and paying for the same at his own valuation.

8. Should the District Forest Officer consider that work, although not executed in strict accordance with the specification, may be allowed to stand, he is empowered to pay for the same at such reduced rates as he may fix; but this proceeding is quite optional on his part.

9. The contractor is bound to provide all requisite plant and thoroughly intelligent agency for the execution of the work, failing in which the District Forest Officer is empowered to supply such machinery or agency (either superintendence, skilled or unskilled labour) as he may consider desirable at the cost of the contractor, removing such as he may object to.

10. Advances may be made to the contractor to the extent of 80 per cent of the value of all materials (as assessed by the District Forest Officer) deposited at site and mortgaged to Government, the amount of all such advances being recovered as the materials are utilized, or from the bill for completed work subsequently submitted.

11. All rejected materials will at once be removed from site by the contractor to such distance as may be desired, failing in which the District Forest Officer is empowered, after giving ten days' notice in writing, to do so himself, recovering the cost of the same from the contractor.

12. No unsightly pits, refuse stores, or other disfigurements will be allowed to remain in the neighbourhood of any completed work, and should the contractor not comply with the instructions of the District Forest Officer to rectify such defects, that officer may, after ten days' notice in writing, take such measures for their remedy as he may consider desirable, charging the cost of the same to the contractor.

13. The contractor is obliged to conform to all the legitimate instructions of the District Forest Officer in respect to the above conditions, or such other matters as may affect the safety of the work, failing in which that officer is empowered, after giving ten days' notice in writing, to take the work entirely into his own hands, declaring the contract cancelled, and employing, if necessary, any material or plant belonging to the contractor which he may consider requisite, paying for the same at his own valuation.

14. The District Forest Officer is similarly empowered to annul the contract should he consider that there has been unnecessary delay on the part of the contractor attending to or carrying out the instructions relative to the prosecution of the work. In the event of the contract having to be cancelled through non-fulfilment of any of the conditions on the part of the contractor, the amount or so much thereof as may be necessary of the guarantee fund or other security deposited by the contractor shall be and remain the property of Government in or towards satisfaction of any loss sustained by Government by reason of such breach of contract.

15. No portion of the reserve or guarantee fund can be demanded by the contractor till such time as the District Forest Officer grants a certificate of completion: but in cases of contracts extending over twelve and not more than 18 months, the reserve may be paid to the contractor in the last month of the official year (provided the contract has been in force not less than six months) under the following conditions:—first, that the contractor has fulfilled the terms of his contract both as regards quantity and quality of work; and, second, that such

payment is not to be considered as a final adjustment of the accounts to date, or to invalidate any of the terms or conditions of the contract.

16. When two or more persons combine to take up a contract, it will be absolutely necessary for them to appoint some one person (either partner or otherwise) to be their accredited agent, and to give him powers-of-attorney to receive payments on account of the work contracted for and to grant receipts; this power-of-attorney to be lodged in the hands of the District Forest Officer. In the event of one or more of the partners in the contract wishing to withdraw this power-of-attorney and to transfer it to some other person, he or they must give one month's warning of this in writing to the District Forest Officer, who may, on the receipt of such warning, consider himself at liberty at any time within the month to declare the original contract null and void, precisely under the same conditions as for non-fulfilment of work, etc., and thereon, i.e., after giving ten days' notice in writing, take over the work and materials on the part of Government, making such arrangement for its progress as above provided in paragraph 7 of these conditions.

17. The final adjustment must invariably be preceded by a thorough remeasurement of the whole of the work performed, which will be made by the District Forest Officer or his authorized representative, and at which the contractor or his accredited agent must be present. For this purpose, a written notice will be sent to him, at least ten days before the date fixed for the measurement, appointing the day, hour, and place of meeting; should he not attend to this, the measurements will proceed without him, and he will be conclusively bound thereby.

18. The contractor will furnish, free of charge, all labour and tools required for such examination of the work as the District Forest Officer, at any time, considers desirable, failing which he may have this done at the contractor's cost, deducting the charges incurred from his bill.

19. When a dispute arises between the District Forest Officer and contractor as to either quantity or quality of any work performed, the matter will, at the requisition of the latter, be referred to the Collector, who shall be empowered to appoint an officer or an Upper Subordinate to measure and examine the work in the presence of the contractor. Due notice, as in paragraph 17, will be given to the contractor regarding the time and place of making these measurements, etc., and, should he not be present or be represented by a duly accredited agent, the Collector may decide the case finally on the report furnished to him by the departmental officer deputed as above; any objections to the measurements taken, etc., must, moreover, be stated to the deputed officer at the time, and a copy of the same in writing forwarded to him for submission with his report to the Collector at latest within 24 hours. The reference to the Collector shall be made within two months of the date of the order of the District Forest Officer.

20. The contractor shall abide by the decision of the District Forest Officer in case of the occurrence of any dispute or difference (other than that provided for by paragraph 19) arising between him and the District Forest Officer or any officer subordinate to him in regard to the construction of any of the above conditions or to any other question proceeding therefrom, and any and every such decision shall be final and conclusively binding on the contractor, and shall not be subject to question or review upon any ground whatsoever.

APPENDIX 18.

(Section 131.)

Form of contract for the collection of minor produce, barks, etc.

FORESTS.

AGREEMENT made this day of 19 between of (hereinafter called " the contractor " which term shall where the context admits include the said his heirs, executors, administrators, legal representatives and assigns) of the one part and the Governor of Madras of the other part.

WHEREAS the contractor has tendered for the right to collect certain minor forest produce in the forests hereinafter referred to and such tender has been accepted by the District Forest Officer of acting for and on behalf of the Governor of Madras upon the terms and conditions hereinafter appearing.

AND WHEREAS the contractor has deposited as security for the due performance by him the contractor of the provisions hereinafter contained.

NOW THESE PRESENTS WITNESS that for carrying the said agreement into execution the contractor for himself, his heirs, executors, administrators, legal representatives and assigns and the Governor of Madras for himself, his successors and assigns do hereby mutually contract with the other and others of them as follows:—

RIGHTS UNDER CONTRACT.

1. The contractor shall have the right during the term of from the day of 19 to collect store remove and dispose of subject to conditions and restrictions named in the last column of the schedule hereto and the conditions contained in the sale notice appended hereto the various kinds of produce mentioned in the first column of such schedule growing or being in or upon the lands set forth in such schedule SAVE and EXCEPT all or any of such produce to which any right-holder, permit-holder or *bona fide* ryot is now or may at any time or times hereafter be entitled under the provisions of the Madras Forest Act, 1882, or any modification thereof or under any rules or proceedings of the Forest Department of the Government of Madras.

2. The contractor shall not dispose of or sublet such right or any part thereof without the written permission of the District Forest Officer of for the time being (hereinafter called the District Forest Officer) which permission may be refused by the latter without assigning any reason for so doing.

3. In case of any question arising with regard to or any objection being taken by any person to the contractor's rights to collect or to store the produce collected in any part of the said lands or to remove the produce collected along any routes or through any part of the said lands or to collect any of the said products the District Forest Officer may if and whenever any such question may arise serve the contractor with a written notice prohibiting his collecting or storing in any such part of the said lands or collecting such produce or regulating the storing or removal of any produce and on the service of any such notice the orders and directions therein contained shall until the same are varied by the District Forest Officer be taken as part of the conditions of this contract anything herein contained to the contrary notwithstanding and shall be observed and performed by the contractor.

4. The contractor shall have no claim for compensation for any loss he may incur by carrying out the provisions of any such notice nor for any loss caused to him by his being prevented or obstructed by any zamindar landowner or other person on plea of right of ownership or right of enjoyment or otherwise from collecting storing or removing any of the said produce.

Collection and Removal of Produce.

5. The collection and removal of the produce shall be effected only under such system and form of printed permit, and by such routes as may be approved of or ordered from time to time by the District Forest Officer and any removal without such permit or by routes other than those approved of or ordered shall render this contract liable to be cancelled by the District Forest Officer and the produce so removed liable to be forfeited to Government if seized within forest limits.

6. Every servant of the contractor or cooly to whom authority is granted for the removal of the produce shall be separately supplied with a permit issued by the contractor or his authorized agent whose name, residence and a specimen of whose signature shall be communicated to the District Forest Officer and in every case the quantity of the produce and the time allowed for its removal shall be clearly written on the permit. No person shall be considered as duly accredited as agent of the contractor for the purposes of this contract unless he is approved of by the District Forest Officer and is provided by the contractor with a power-of-attorney and until a copy of such power-of-attorney is deposited with the Range Officers concerned.

7. In the collection of the produce no damage shall be done to the trees by the lopping or breaking of branches or otherwise except in so far as is necessitated by the nature of the produce to be collected and no immature produce shall be collected. In the collection of bark or fibres the plant shall be cut level with the ground.

8. The contractor shall be responsible for the acts of himself and his agents and of all persons authorized by either of them to collect store or remove such produce.

9. The contractor shall not engage or employ any of the coolies or cartmen employed by the department for extracting forest produce by departmental agency in any work under this contract without the permission in writing of the Range Officer.

10. The contractor shall be fully responsible for any illicit felling of trees or removals of produce from fellings within two furlongs of the leased area and such illicit fellings may render his contract liable to be cancelled in addition to the forfeiture of all moneys paid by him and of all produce collected under the contract but left unremoved from the area.

11. In the event of the contractor failing to remove the produce from the leased area by the expiry of the lease such produce shall be forfeited and shall revert to and become the absolute property of the Governor of Madras and the contractor shall not by reason of such forfeiture be entitled to any refund or abatement of the amount payable or due by him under this contract.

Fires.

12. If any fires occur in the forest area to which this contract applies the contractor his agents and all persons authorized by either to collect store or remove the produce shall render every assistance and use their best endeavours to extinguish the fire and every of such persons shall in all cases give immediate notice of the occurrence of the fire to the nearest Forest, Police or Revenue Officer.

ACCOUNTS AND PAYMENTS.

13. The contractor shall keep correct accounts in the form prescribed from time to time by the District Forest Officer of all produce obtained under this contract and shall submit them to the Range Officer immediately after the expiry of every month.

14. The contractor shall pay into the treasury at the sum of Rs. by the following instalments:—

(*a*) on or before the day of 19 Rs.
(*b*) on or before the day of 19 Rs.
(*c*) on or before the day of 19 Rs.

15. Interest at 6 per cent per annum shall be paid by the contractor on all instalments in arrears in addition to which the contractor shall be liable on failure to pay any one of the instalments on the due date to have this contract cancelled by the District Forest Officer.

16. Any money due by the contractor under the terms of this contract shall, under section 66 of the Madras Forest Act V of 1882, as amended by Madras Act I of 1934, be recoverable from him by the attachment and sale of his property under Madras Act II of 1864 or any statutory modification thereof.

DEPOSIT.

17. The sum of Rs. / The said Government Promissory note for Rs. deposited by the contractor together with the interest accruing thereon is a security deposited for the due fulfilment of all and every of the conditions of this contract for breach of any of which by the contractor the District Forest Officer shall be entitled to forfeit the deposit in whole or in part either during or after the expiry of the contract and in the event of any such forfeiture pending the continuance of the contract the sum so forfeited shall be immediately made good by the contractor who will not be allowed to continue his work under this contract until such deposit has been brought up to the full amount originally deposited. For the purpose of this clause, the said District Forest Officer shall be at liberty at any time to sell the said Government Promissory note for Rs.

RETURN OF DEPOSIT.

18. The security deposit or balance thereof if any deductions have been made under any of the above conditions shall be returnable to the contractor two months after the expiry of the contract on production by the contractor of an order in writing by the District Forest Officer releasing the contractor from all liability under this contract.

MADRAS FOREST ACT, 1882.

19. The contractor shall at all times comply with the provisions of the Madras Forest Act, 1882, and any subsisting statutory modification thereof and all rules from time to time in force thereunder respectively and the provisions of this contract shall be taken in all respects as subject to such Act and rules.

CANCELMENT OF CONTRACT.

20. In the event of any breach by the contractor or his agents of any of the above conditions, the District Forest Officer shall have the right, besides enforcing forfeiture of all or any part of the said deposit, to cancel this contract by written notice, and in such case at the option of the District Forest Officer, all produce the subject of this agreement, may either be resold or be worked departmentally by Government, and the contractor shall be responsible for, and shall make good to the Governor of Madras, any loss which Government

may incur or any such resale or departmental working as the case may be, but shall have no claim to any surplus which Government may realize thereby.

ARBITRATION.

21. In case of any dispute arising between the District Forest Officer and the contractor as to any matter arising under this contract such dispute shall be referred to the Collector within two months of the date of the order of the District Forest Officer and the Collector's decision shall be final.

IN WITNESS whereof the contractor and District Forest Officer acting under the direction of the Governor of Madras have hereunto set their respective hands the day and year first above written.

Scheduled Above Referred to

Name and particulars of the produce.	Forest Division.	Taluk.	Village.	Name and particulars of the area.	Conditions and restrictions

SIGNED by the abovenamed
in the
presence of .

SIGNED by the abovenamed
in the
presence of .

APPENDIX 19.

(Section 131.)

Form of contract for felling and removing trees.

FORESTS.

AGREEMENT made this day of 19 between of (hereinafter called "the contractor" which term shall where the context admits include the said his heirs executors administrators legal representatives and assigns) of the one part and the Governor of Madras of the other part.

WHEREAS the contractor has tendered for the right to cut and remove trees in and from the lands hereinafter referred to and such tender has been accepted by the District Forest Officer of acting for and on behalf of the Governor of Madras upon the terms and conditions hereinafter appearing.

AND WHEREAS the contractor has deposited as security for the due performance by him the contractor of the provisions hereinafter contained.

NOW THESE PRESENTS WITNESS that for carrying the said agreement into execution, the contractor for himself his heirs executors administrators legal representatives and assigns and the Governor of Madras for himself his successors and assigns do hereby mutually contract with the other and others of them as follows:—

RIGHTS UNDER CONTRACT.

1. The contractor shall have the right during the term of from the day 19 to fell collect store remove and dispose of subject to the conditions and restrictions named in the

last column of the schedule hereto and the conditions contained in the sale notice appended hereto all living and dead trees of any kind whatsoever except growing or being in or upon the lands set forth in the schedule hereto SAVE that the contractor shall not in any way interfere with the rights or privileges to which any right-holder, permit-holder or bona fide ryot is now or may at any time or times hereafter be entitled under the provision of the Madras Forest Act, 1882, or any subsisting modification thereof or under any rules or proceedings of the Forest Department of the Government of Madras.

2. The contractor shall not dispose of or sublet such right or any part thereof without the written permission of the District Forest Officer of   for the time being (hereinafter called " the District Forest Officer ") which permission may be refused by the latter without assigning any reason for so doing.

3. In case of any question arising with regard to or any objection being taken by any person to the contractor's rights to fell collect or store such trees or to remove the wood thereof collected along any routes or through any part of the said lands the District Forest Officer may if and whenever any such question may arise serve the contractor with a written notice prohibiting his felling collecting or storing such trees in any part of the said lands or collecting the wood thereof or regulating the storing or removal thereof and on the service of any such notice the orders and directions therein contained shall until the same are varied by the District Forest Officer be taken as part of the conditions of this contract anything herein contained to the contrary notwithstanding and shall be observed and performed by the contractor.

4. The contractor shall have no claim for compensation for any loss he may incur by carrying out the provisions of any such notice nor for any loss caused to him by his being prevented or obstructed by any zamindar landowner or other person on plea of right of ownership or right of enjoyment or otherwise from felling collecting storing or removing any of the said produce.

COLLECTION AND REMOVAL OF PRODUCE.

5. The cutting collection and removal of the trees and wood shall be effected only under such system and form of printed permit and by such routes as may be approved of or ordered from time to time by the District Forest Officer and any removal without such permit or by routes other than those approved of or ordered shall render this contract liable to be cancelled by the District Forest Officer and the produce so removed liable to be forfeited to Government if seized within forest limits.

6. The contractor shall fell and remove all living and dead trees on the said lands except   and shall root out all the stumps and roots thereof remove the same and fill up the pits and have the ground levelled throughout the lands.

7. Every servant of the contractor or cooly to whom authority is granted for the removal of the wood shall be separately supplied with a permit issued by the contractor or his authorized agent whose name residence and a specimen of whose signature shall be communicated to the District Forest Officer and in every case the quantity of the produce and the time allowed for its removal shall be clearly written on the permit. No person shall be considered as duly accredited as agent of the contractor for the purposes of this contract unless he is approved of by the District Forest Officer and is provided by the contractor with a power-of-attorney and until a copy of such power-of-attorney is deposited with the Range Officer concerned.

8. In the felling cutting and removal of the trees no damage shall be done to by the lopping or breaking of branches or otherwise.

9. The contractor shall be responsible for the acts of himself and his agents and of all persons authorized by either of them to fell collect store or to remove the said trees or wood.

10. The contractor shall not engage or employ any of the coolies or cartmen employed by the department for extracting forest produce by departmental agency in any work under this contract without the permission in writing of the Range Officer.

11. The contractor shall be fully responsible for any illicit fellings of trees or removals of produce from fellings within two furlongs of the coupe purchased by him and such illicit fellings may render his contract liable to be cancelled in addition to the forfeiture of all moneys paid by him of all produce felled under the contract left unremoved from the area.

12. In the event of the contractor failing to remove the trees from the leased area by the expiry of the lease such trees shall be forfeited and shall revert to and become the absolute property of the Governor of Madras and the contractor shall not by reason of such forfeiture be entitled to any refund or abatement of the amount payable or due by him under this contract. The District Forest Officer may, however, extend the time for such removal on payment of such sum or sums and on such terms and conditions as he in his discretion may fix.

FIRES.

13. If any fire occurs in the forest area to which this contract applies the contractor his agents and all persons authorized by either to fell chop collect store or remove the trees or wood shall render every assistance and use their best endeavours to extinguish the fire and every of such persons shall in all cases give immediate notice of the occurrence of the fire to the nearest Forest, Police or Revenue Officer.

ACCOUNTS AND PAYMENTS.

14. The contractor shall keep correct accounts in the form prescribed from time to time by the District Forest Officer of all trees felled or wood obtained under this contract and shall submit them to the Range Officer immediately after the expiry of every month.

15. The contractor shall pay into the treasury at the sum of Rs. by the following instalments:—

(a) on or before the day of 19 Rs.
(b) on or before the day of 19 Rs.
(c) on or before the day of 19 Rs.

16. Interest at 6 per cent per annum shall be paid by the contractor on all instalments in arrears in addition to which the contractor shall be liable on failure to pay any one of the instalments on the due date to have this contract cancelled by the District Forest Officer.

17. Any money due by the contractor under the term of this contract shall under section 66 of the Madras Forest Act V of 1882 as amended by Madras Act I of 1934 be recoverable from him by the attachment and sale of his property under Madras Act II of 1864 or any statutory modification thereof.

DEPOSIT.

18. The sum of Rs.
The said Government promissory note for Rs. deposited by the contractor together with the interest accruing thereon is a security deposited for the due fulfilment of all and every of the conditions of

this contract for breach of any of which by the contractor the District Forest Officer shall be entitled to forfeit the deposit in whole or in part either during or after the expiry of the contract and in the event of any such forfeiture pending the continuance of the contract any sum so forfeited shall be immediately made good by the contractor who will not be allowed to continue his work until such deposit has been brought up to the full amount originally deposited. For the purpose of this clause the said District Forest Officer shall be at liberty at any time to sell the Government promissory note for Rs.

RETURN OF DEPOSIT.

19. The security deposit or balance thereof if any deductions have been made under any of the above conditions shall be returnable to the contractor two months after the expiry of the contract on production by the contractor of an order in writing by the District Forest Officer releasing the contractor from all liability under this contract.

MADRAS FOREST ACT, 1882.

20. The contractor shall at all times comply with the provisions of the Madras Forest Act 1882 and all rules from time to time in force thereunder and the provisions of this contract shall be taken in all respects as subject to such Act and rules.

CANCELMENT OF CONTRACT.

21. In the event of any breach by the contractor or his agents of any of the above conditions the District Forest Officer shall have the right, besides enforcing forfeiture of all or any part of the said deposit, to cancel this contract by written notice, and in such case at the option of the District Forest Officer, all trees the subject of this agreement may either be resold or be worked departmentally by Government and the contractor shall be responsible for, and shall make good to the Government of Madras, any loss which Government may incur or any such resale or departmental working, as the case may be, but shall have no claim to any surplus which Government may realize thereby.

ARBITRATION.

22. In case of any dispute arising between the District Forest Officer and the contractor as to any matter arising under this contract such dispute shall be referred to the Collector within two months of the date of the order of the District Forest Officer and the Collector's decision shall be final.

IN WITNESS whereof the contractor and District Forest Officer acting under the direction of the Governor of Madras have hereunto set their respective hands the day and year first above written.

Scheduled Above Referred to

Forest division.	Taluk.	Village.	Name and particulars of the area.	Conditions and restrictions.

SIGNED by the abovenamed
in the
presence of .

SIGNED by the abovenamed
in the
presence of

APPENDIX 20.

(Section 131.)

Form of contract for the collection, removal and disposal of the stock in the Coupes Range Division subject to obligation to coppice and clear the area.

FORESTS.

AGREEMENT made this day of 19 between of (hereinafter called "the contractor" which term shall where the context admits include the said his heirs executors administrators legal representatives and assigns) of the one part and the Governor of Madras of the other part.

WHEREAS the contractor has tendered for the right to fell, collect, remove and dispose of the stock in the forests hereinafter referred to and such tender has been accepted by the District Forest Officer of acting for and on behalf of the Governor of Madras upon the terms and conditions hereinafter appearing,

AND WHEREAS the contractor has deposited Rs. as security for the due performance by him the contractor of the provisions hereinafter contained.

NOW THESE PRESENTS WITNESS that for carrying the said agreement into execution, the contractor for himself his heirs executors administrators legal representatives and assigns and the Governor of Madras for himself his successors and assigns do hereby mutually contract with the other and others of them as follows:—

RIGHTS UNDER CONTRACT.

1. The contractor shall fell collect store remove and dispose of subject to the conditions and restrictions named in the last column of the schedule hereto and the conditions contained in the sale notice appended hereto all the stock (which term shall mean and include all trees bushes and shrubs and the produce of same respectively) now growing or being in or upon the lands set forth in the schedule hereto and delineated in the plan hereto annexed SAVE and EXCEPT all or any of such stock to which any right-holder permit-holder or *bona fide* ryot is now or may at any time or times hereafter be entitled under the provisions of the Madras Forest Act 1882 or any modification thereof or under any rules or proceedings of the Forest department of the Government of Madras and save and except the trees hereinafter specially reserved and the produce thereof respectively.

2 2. The contractor shall not dispose of or sublet such right or any part thereof without the written permission of the District Forest Officer of for the time being (hereinafter called the "District Forest Officer") which permission may be refused by the latter without assigning any reason for so doing.

3. In case of any question arising with regard to or any objection being taken by any person to the contractor's rights to fell collect or store or to remove the stock collected along any routes or through any part of the said lands the Range Officer acting under the orders of the District Forest Officer may if and whenever any such question may arise serve the contractor with a written notice prohibiting his felling collecting or storing or removing any stock in any part of the said lands or collecting such stock or regulating the storing or removal thereof and on the service of any such notice the orders and directions therein contained shall until the same are varied by the District Forest Officer be taken as part of the conditions of this contract (anything herein contained to the contrary notwithstanding) and shall be observed and performed by the contractor.

3

4. The contractor shall have no claim for compensation for any loss he may incur by carrying out the provisions of any such notice nor for any loss caused to him by his being prevented or obstructed by any zamindar landowner or other person on plea of right of ownership or right of enjoyment or otherwise from felling collecting storing or removing any of the stock.

COPPICING.

~~4~~ 5. The contractor shall work only in one coupe at a time and shall do so in the order indicated in the plan attached to this agreement. Coupes over 50 acres in extent shall be subdivided and demarcated into strips with the approval of the District Forest Officer, the limits of each strip being as far as possible the natural boundaries thereof. Each coupe or strip shall be demarcated with a cleared line   feet in width in which all growth shall be cut flush with the ground and no felling shall be commenced in any coupe or strip until the demarcation thereof is complete.

4 6. No trees shall be cut until the standards referred to in the plan have been marked with tar and hammer-marked at the foot by the department to the extent of   standards per acre. The contractor shall furnish the District Forest Officer with a receipt for the number of standards marked in each coupe and shall be responsible that no standard is felled, lopped or damaged in any way whatsoever during the exploitation. If any standard is so felled, lopped or damaged he shall pay the District Forest Officer Rs.   for each standard so felled lopped or damaged.

6 7. In felling a coupe or strip felling should unless otherwise ordered by the District Forest Officer commence at the end of the coupe or strip furtherest from the route by which the timber is to be transported and should proceed continuously towards the other end.

+ 8. The contractor shall not cut any bamboo culm that is not fully   year old and shall leave in each clump not less than 10 healthy culms under five years old. He shall not cut culms on the outside of the clump only but shall thin out the culms from the centre and leave the clump with the culms evenly distributed. He shall not cut any culm within one foot nor more than 2 feet above the ground. He shall extract the whole of every cut culm and its branches from the clump completely. He shall cut and remove the culms without doing any damage to those left but this shall not prevent the careful cutting of the branches of any culm to be left standing in order to allow of the cut culm being drawn out of the clump.

+ 9. The contractor shall be held responsible to see that persons authorized to cut bamboos do not at any time leave behind heaps of remnants or other combustible materials within a distance of 30 feet from the boundary from any right of way or from any fire line.

10. The contractor shall not be bound to cut prickly-pear or euphorbia or to remove cut thorns or branchwood not exceeding 2 inches in girth (over and above what is required for the fence hereinafter referred to) unless he so desires provided always that he shall not leave any of such thorns or branchwood or any other rubbish in heaps nor lying so thick over any stump or root as to interfere with the growth of shoots therefrom provided always that should any prickly-pear be unavoidably cut or broken during the operation of coppicing the contractor shall bury all such pieces in deep pits and under one foot and a half of earth at the least such earth to be well trodden or beaten down or shall throw such pieces of prickly-pear into the centre of some other thick growth of prickly-pear.

8 11. The contractor shall commence to work on each coupe or strip at one corner thereof and shall proceed with the work evenly

removing everything that he is required to remove as shown in the schedule, from the coupe or strip at the same time and cutting down, save as herein provided, all trees, shrubs and bushes whether large or small level with the ground with the bark intact and adhering to the wood all round and without breaking or disturbing the surface of the ground.

12. As the felling proceeds the contractor shall continue to erect around the coupe or strip in which he may be working a fence of thorns and brushwood not less than 4 feet broad at the base and 4 feet high and stakes driven sufficiently in to support it against the wind or water and its construction shall keep pace with the clearing so that by the end of the completion of the clearing the fence shall be complete round the coupe or strip on all four sides and the whole of such fence shall be maintained and handed over by the contractor in good order and repair on conclusion of the work in the coupe or compartment.

10 13. On completion of each coupe or strip the contractor shall forthwith give written intimation of the date of completion of the work to the Range Officer who will thereupon inspect the work and pass written orders of the result and shall either redeliver the same coupe or strip for proper completion of the work or shall deliver the next coupe or strip to the contractor or suspend the working under this contract intimating the fact to the District Forest Officer as the case may require.

11 14. The contractor shall have all felling and clearing done by men employed by him and shall not allow purchasers of produce or any one else to carry out the same except only in the case of the removal of leaves for manure and in such event in the case of cutting bushes for such purposes he shall be responsible for the proper cutting that is to say cutting the same flush with the ground with a sharp knife.

12 15. The contractor shall not engage or employ the coolies or cartmen employed by the department for extracting forest produce by departmental agency in any work under this contract without the permission in writing of the Range Officer.

16 16. The contractor shall be fully responsible for any illicit felling of trees or removals of produce from fellings within two furlongs of the coupe purchased by him and such illicit fellings may render his contract liable to be cancelled in addition to the forfeiture of all moneys paid by him and of all stock collected under the contract but left unremoved from the area.

17. The contractor shall in case of using a saw for felling trim the stump of each tree with a sharp billhook as soon as felled.

13 18. The contractor and the persons employed by him shall use tools of the departmental standard patterns and no others and shall before such use have such tools all passed and approved by the Range Officer and shall always have a sufficient number of the various kinds of tools required for the work on the ground at the rate of three of each kind for every two coolies employed.

14 19. The contractor shall personally supervise and control the working on the spot and shall be present whenever notice is given by the Range Officer for inspection of any coupe or strip. Subject to the above provisions he may employ an agent or agents to assist him in the work, but no such agent shall be considered as duly accredited unless his name, residence and a specimen of his signature have been submitted to and approved of by the District Forest Officer and until he has been provided by the contractor with a sufficient power-of-attorney and a copy of the same has been deposited with the Range Officer concerned.

15 20. No charcoal shall be burnt in any coupe or strip except at such places and in such seasons as may be allowed in writing by the District Forest Officer. The contractor shall see that no inflammable material is allowed to lie within a radius of 30 feet round any charcoal pit.

Removal of Produce.

18 21. All bamboos or avaram bark cut under this contract shall remain the property of Government and shall not be removed by the contractor. The contractor shall not without the previous written permission of the Range Officer appropriate or allow to be appropriated any minor produce that may be found in any coupe or strip.

19 22. Subject to any orders that may be passed by the Forest Department from time to time the contractor shall not remove or allow to be removed from the coupe or depot any of the stock except under cover of a yellow permit for every cart-load or head-load taken separately and shall use for the purpose printed permit books in Form C to be bought from the Range Officer at annas 6 per hundred forms. Any removal without such permit shall render this contract liable to be cancelled by the District Forest Officer and the stock so removed liable to be forfeited to Government if seized within forest limits.

20 23. The contractor shall duly fill up and sign every permit in all three parts thereof before any portion of the permit is removed from the book and shall be responsible that his agent, if any, does so. In case of permits made out in favour of purchasers the amount paid shall in each case be shown and all permits shall be issued only in the coupe or strip concerned.

21 24. The contractor shall maintain a register of permits in the printed form for the time being in force supplied by the Range Officer and shall always have such register in the coupe or strip whenever a removal of stock is to be made therefrom and shall invariably register therein every C permit issued by him then and there with the amount and nature of the actual removals. The contractor shall close and sign the register on the 22nd day of every month and shall submit a copy thereof so as to reach the Range office by the 25th of the same month with duplicates of permits issued attached and with the certificate in the form appended thereto duly filled up.

22 25. As each book of permit forms is issued the contractor shall send the complete counterfoil of the previous book to the Range Officer and on expiry of the contract he shall forthwith return any partly used book and all unused books and shall be entitled to a proportionate refund of the price for all unused forms returned in good order. He shall also at the same time return the registers maintained as provided for in paragraph 24 hereof.

23 26. The contractor, his servants and his agents shall abstain from the following acts, that is to say, (1) from using any road within the limits of the said forest except such as may be approved in this behalf by the Range Officer for the bringing into or taking from the said coupe any cart, animal or material, (2) from permitting cattle of any kind to be loose or to graze within the said coupe.

24 27. In the event of the contractor failing to remove the stock from the leased area by the expiry of the lease such stock shall be forfeited and shall revert to and become the absolute property of the Governor of Madras, and the contractor shall not by reason of such forfeiture be entitled to any refund or abatement of the amount payable or due by him under this contract.

Tramways.

28. The Forest Department will, within a reasonable time after intimation given by the contractor to the Range Officer of the routes

upon which tramway lines are required for removing the stock as far as possible, cause such lines to be laid and allow the contractor the use of the materials for same free of charge to the following extent:—

Tramway lines. Trucks.

Provided always that nothing herein contained shall be deemed to impose upon the Governor of Madras any liability in respect of any line that may not be laid or any truck that may not be available and provided also that the decision of the District Forest Officer shall be final as to whether any requisition of the contractor in respect of this clause can be complied with.

29. The contractor shall bear the cost of repairs of all tramway materials damaged in any manner either wilfully or negligently by him or his servants and the contractor shall make his own arrangements for moving the trucks.

SALES TO RYOTS.

30. The contractor shall at all times during the period of his contract sell to all ryots on demand for their domestic and agricultural purposes within the meaning of rule 7 under section 26 of the Forest Act the following kinds of produce at rates not exceeding those set against them:—

	Price per cart-load. RS. A. P.
Timber (in bark)	
General	
Pieces for ploughs (all species)	
Shares, big	
,, small	
Yokes	
Shafts	
Handles	
Firewood (under one-foot girth, all species)	
Thorns (all species)	
Manure leaves (all species)	
Rates per head-load—One-twentieth of those per cart-load	

31. To enable him to carry out the above provision the contractor shall convert all suitable wood into timber and plough pieces and keep always in depot at stocks of not less than

Cart-loads of timber	
Pieces for plough shares	
,, yokes	
,, shafts	
,, handles	
Cart-loads of firewood	

replenishing each stock as fast as the same is disposed of and shall not remove or allow to be removed any wood from a coupe or strip except to a depot at any time unless the stock of such wood in depot is complete.

COMPLETION OF WORK.

32. The contractor shall complete the work provided for herein including removal of all the stock from the forest in months from the date of this agreement, provided that any time elapsing between the intimated date of any order by a Range Officer stopping work in any portion and the date of receipt of the Range Officer's order to recommence work shall, where such order has been issued under clause 3 of these presents and not otherwise, be excluded in calculating the said period.

GENERAL PROVISIONS.

33. The contractor shall be responsible for the value of timber and other material cut by illicit felling within his coupe or a furlong thereof and shall pay on demand the sum fixed by the District Forest Officer (whose decision thereon shall be final) for damages in respect

thereof. The contractor shall be bound to report any such felling to the Range Officer and in the event of any failure on his part to do so this agreement may be cancelled by the District Forest Officer.

34. The contractor shall be fully responsible for the acts of himself, his agents and persons employed by him or them and of all purchasers to whom permits are issued and shall make good any damage in the forest done by them or any or either of them or resulting from their acts or omission by fire or otherwise the amount of such damage to be fixed in each case by the District Forest Officer whose decision thereon shall be final. The contractor shall pay all such sums as the District Forest Officer may determine to be necessary for doing any work required to be done by the contractor under the contract and which he has failed to do after notice.

Fires.

35. If any fire occurs in the forest area to which this contract applies, the contractor, his agents, employees and all persons to whom permits are issued shall render every assistance and use their best endeavours to extinguish the fire, and every of such persons shall in all cases give immediate notice of the occurrence of the fire to the nearest Forest, Police or Revenue Officer.

Accounts and Payments.

36. The contractor shall keep correct accounts in the form prescribed from time to time by the District Forest Officer of all stock obtained under this contract and shall submit them to the Range Officer immediately after the expiry of every month.

37. The contractor shall pay into the treasury at the sum of Rs. by the following instalments:—

(*a*) On or before the day of 19 . Rs.
(*b*) On or before the day of 19 . Rs.
(*c*) On or before the day of 19 . Rs.

38. Interest at 6 per cent per annum shall be paid by the contractor on all instalments in arrears in addition to which the contractor shall be liable on failure to pay any one of the instalments on the due date to have this contract cancelled by the District Forest Officer.

39. Any money due by the contractor under the terms of this contract shall under section 66 of the Madras Forest Act V of 1882, as amended by Madras Act I of 1934 be recoverable from him by the attachment and sale of his property under Madras Act II of 1864 or any statutory modification thereof.

Deposit.

40. The sum of Rs.
The said Government promissory note for Rs. deposited by the contractor together with the interest accruing thereon is a security deposited for the due fulfilment of all and every of the conditions of this contract for breach of any of which by the contractor the District Forest Officer shall be entitled to forfeit the deposit in whole or in part either during or after the expiry of this contract and in the event of any such forfeiture pending the continuance of this contract any sum so forfeited shall be immediately made good by the contractor who will not be allowed to continue his work hereunder until such deposit has been brought up to the full amount originally deposited. For the purpose of this clause the said District Forest Officer shall be at liberty at any time to sell the said Government Promissory-note for Rs. .

Return of Deposit.

41. The security deposit or the balance thereof if any deductions have been made under any of the above conditions shall be returnable to the contractor two months after the expiry of the contract on

production by the contractor of an order in writing by the District Forest Officer releasing the contractor from all liability under this contract.

MADRAS FOREST ACT, 1882.

42. The contractor shall at all times comply with the provisions of the Madras Forest Act, 1882, and all rules from time to time in force thereunder and the provisions of this contract shall be taken in all respects as subject to such Act and rules.

CANCELMENT OF CONTRACT.

43. In the event of any breach by the contractor or his agents of any of the above conditions, the District Forest Officer shall have the right, besides enforcing forfeiture of all or any part of the said deposit, to cancel this contract by written notice, and in such case at the option of the District Forest Officer, all stock the subject of this agreement, may either be resold or be worked departmentally by Government, and the contractor shall be responsible for, and shall make good to the Governor of Madras any loss which Government may incur on any such resale or departmental working as the case may be, but shall have no claim to any surplus which Government may realize thereby.

ARBITRATION.

44. In case of any dispute arising between the District Forest Officer and the contractor as to any matter arising under this contract other than one as to which the decision of the District Forest Officer is hereby declared to be final such dispute shall be referred to the Collector within two months of the date of the order of the District Forest Officer and the Collector's decision shall be final.

IN WITNESS whereof the contractor and District Forest Officer acting under the direction of the Governor of Madras have hereunto set their respective hands the day and year first above written.

Schedule above referred to.

Forest Division.	Taluk.	Village	Name and particulars of the area.	Conditions and restrictions.

SIGNED by the abovenamed in the presence of

SIGNED by the abovenamed in the presence of

APPENDIX 21.

(Section 131.)

Form of contract for the purchase of $\frac{\textit{timber}}{\textit{firewood}}$ *to be* $\frac{\textit{felled}}{\textit{cut}}$ *departmentally.*

FORESTS.

AGREEMENT made this day of 19 between of (hereinafter called " the contractor " which term shall where the context admits include the said his heirs, executors, administrators, legal representatives and assigns) of the one part and the Governor of Madras of the other part.

WHEREAS the contractor has tendered for the purchase of all $\frac{\text{timber}}{\text{firewood}}$ that may be $\frac{\text{felled}}{\text{cut}}$ departmentally in the forest hereinafter referred to during the term of and such tender has been accepted by the District Forest Officer of acting for and on behalf of the Governor of Madras upon the terms and conditions hereinafter appearing.

AND WHEREAS the contractor has deposited as security for the due performance by him the contractor of the provisions hereinafter contained.

NOW THESE PRESENTS WITNESS that for carrying the said agreement into execution the contractor for himself, his heirs, executors, administrators, legal representatives and assigns and the Governor of Madras for himself, his successors and assigns do hereby mutually contract with the other and others of them as follows:—

RIGHTS UNDER CONTRACT.

1. The contractor will subject to the conditions and restrictions named in the last column of the first schedule hereto and the conditions contained in the sale notice appended hereto purchase and take delivery of and the Governor of Madras will sell all $\frac{\text{timber}}{\text{firewood}}$ that may during the term of from the day of 194 be $\frac{\text{felled}}{\text{cut}}$ departmentally by the Forest Department of the Government of Madras in or upon the lands set forth in the first schedule hereto SAVE and EXCEPT all or any of such $\frac{\text{timber}}{\text{firewood}}$ to which any right-holder, permit-holder, or *bona fide* ryot is now or may at any time or times hereafter be entitled under the provisions of the Madras Forest Act, 1882, or any statutory modification thereof or under any rules or proceedings of the Forest Department of the Government of Madras.

2. The contractor shall not assign his right under this agreement or any part thereof without the written permission of the District Forest Officer of for the time being (hereinafter called "the District Forest Officer") which permission may be refused by the latter without assigning any reason for so doing.

3. In case of any question arising with regard to or of any objection being taken by any person to the contractor's right to purchase and remove the $\frac{\text{timber felled}}{\text{firewood cut}}$ in any part of the said lands or to remove such $\frac{\text{timber}}{\text{firewood}}$ along any routes or through any part of the said lands the District Forest Officer may if and whenever any such question may arise or any such objection may be taken serve the contractor with a written notice prohibiting his removing any such $\frac{\text{timber}}{\text{firewood}}$ sawn, stacked and removed under this contract and shall submit such notice the orders and directions therein contained shall until the same are varied by the District Forest Officer be taken as part of the conditions of this contract anything herein contained to the contrary notwithstanding and shall be observed and performed by the contractor.

4. The contractor shall have no claim for compensation for any loss he may incur by carrying out the provisions of any such notice nor for any loss caused to him by his being prevented or obstructed by

any zamindar, land-owner or other person on plea of right of ownership or right of enjoyment or otherwise from taking delivery of or removing any of the said $\frac{\text{timber}}{\text{firewood}}$.

Collection and Removal of Produce.

5. The collection and removal of the $\frac{\text{timber}}{\text{firewood}}$ shall be effected only under such system and form of printed permit and by such routes as may be approved of or ordered from time to time by the District Forest Officer and any removal without such permit or by routes other than those approved of or ordered shall render this contract liable to be cancelled by the District Forest Officer and the $\frac{\text{timber}}{\text{firewood}}$ so removed liable to be forfeited to Government if seized within forest limits.

6. Every servant of the contractor or coolie to whom authority is granted for the removal of any of the $\frac{\text{timber}}{\text{firewood}}$ shall be separately supplied with a permit issued by the contractor or his authorized agent whose name and residence and a specimen of whose signature shall be communicated to the District Forest Officer and in every case the quantity of the $\frac{\text{timber}}{\text{firewood}}$ and the time allowed for its removal shall be clearly written on the permit. No person shall be considered as duly accredited as agent of the contractor for the purposes of this contract unless he is approved of by the District Forest Officer and is provided by the contractor with a power-of-attorney and until a copy of such power-of-attorney is deposited with the Range Officers concerned.

7. In the removal of the $\frac{\text{timber}}{\text{firewood}}$ no damage shall be done to the standing growth in the forest and for any such damage the contractor shall be responsible and shall pay such compensation as the District Forest Officer shall decide.

8. The contractor shall be responsible for the acts of himself and his agents and of all persons authorized by either of them to take delivery of or to remove the $\frac{\text{timber}}{\text{firewood}}$.

9. Within   from the date of receiving notice from the District Forest Officer that any $\frac{\text{timber}}{\text{firewood}}$ to be delivered under this contract has been $\frac{\text{felled}}{\text{cut}}$ the contractor shall $\frac{\text{saw}}{\text{cut}}$ such $\frac{\text{timber}}{\text{firewood}}$ into $\frac{\text{logs}}{\text{billets}}$ of such dimensions as the District Forest Officer shall direct and shall cause the same to be properly stacked in accordance with the orders of the District Forest Officer and in case of any default on the part of the contractor in so doing the District Forest Officer may cause such $\frac{\text{sawing}}{\text{cutting}}$ and stacking to be performed and may charge the cost to and recover the cost of the same from the deposit of the contractor or other moneys due or payable to him.

10. That as from time of such stacking the $\frac{\text{timber}}{\text{firewood}}$ shall be at the sole risk of the contractor who shall make his own arrangements for the protection of same from fire, theft, wastage or damage of any kind whatsoever.

11. The contractor shall within from the date of any $\frac{\text{timber}}{\text{firewood}}$ being so stacked pay for same at the rate of per stack of cubic feet (length, breadth and height) of feet $\frac{\text{logs}}{\text{billets}}$ and shall within a further period of from such date remove all $\frac{\text{timber}}{\text{firewood}}$ so paid for.

12. The contractor shall remove the $\frac{\text{stacks}}{\text{logs}}$ paid for by not less than $\frac{\text{stacks}}{\text{logs}}$ at one time and shall receive from the District Forest Officer or the Range Officer permits for the $\frac{\text{timber}}{\text{firewood}}$ purchased and so to be removed.

13. The contractor shall for the purpose of removing the stacks use only the tracks pointed out by the District Forest Officer and shall remove such stacks in the order pointed out by him.

14. The District Forest Officer shall if possible allow the contractor the use of elephants to help him to saw up any logs which may be too big to be carted provided that the contractor shall give the District Forest Officer notice in writing of requiring such help at least two calendar months previous to the date on which such help is required and provided also that the inability of the District Forest Officer to afford such assistance as to which the District Forest Officer shall be the sole judge and his decision shall be final, shall not entitle the contractor to any compensation or any refund or abatement of the amount payable by him under this agreement.

15. The contractor shall take delivery of the several classes of wood by volume measurements as detailed below in the second schedule hereto and no claim for shrinkage of $\frac{\text{stacks}}{\text{logs}}$ will be admitted.

16. In the event of the contractor failing to remove any $\frac{\text{timber}}{\text{firewood}}$ from any place where the same may be stacked within the period hereby provided for such removal such $\frac{\text{timber}}{\text{firewood}}$ shall be forfeited and shall revert to and become the absolute property of the Governor of Madras and the contractor shall not by reason of such forfeiture be entitled to any refund or abatement of the amount payable or due by him under this contract.

17. The contractor shall not engage or employ the coolies or cartmen employed by the Forest Department for extracting forest produce by departmental agency in any work under this contract without the permission in writing of the Range Officer.

18. The contractor shall be fully responsible for any illicit felling of trees or removals of produce from fellings within two furlongs of the leased area and such illicit fellings may render his contract liable to be cancelled in addition to the forfeiture of all moneys paid by him and of all $\frac{\text{timber felled}}{\text{firewood cut}}$ under the contract but left unremoved from the area.

FIRES.

19. If any fire occurs in the forest area to which this contract applies the contractor, his agents and all persons authorized by either to $\frac{\text{saw}}{\text{cut}}$ stack or remove the $\frac{\text{timber}}{\text{firewood}}$ shall render every assistance and use their best endeavours to extinguish the fire and every of such persons shall in all such cases give immediate notice of the occurrence of the fire to the nearest Forest, Police or Revenue officer.

ACCOUNTS AND PAYMENTS.

20. The contractor shall keep correct accounts in the form prescribed from time to time by the District Forest Officer of all $\frac{\text{timber}}{\text{firewood}}$ sawn, stacked and removed under this contract and shall submit such accounts to the Range Officer on the day of

21. All payments due by the contractor under this agreement shall be paid by him into the Treasury at .

22. Interest at 6 per cent per annum shall be paid by the contractor on all sums due in arrears under this contract in addition to which the contractor shall be liable on failure to pay any one of the sums so due to have this contract cancelled by the District Forest Officer.

23. Any money due by the contractor under the terms of this contract shall under section 66 of the Madras Forest Act V of 1882 as amended by Madras Act I of 1934 be recoverable from him by the attachment and sale of his property under Act II of 1864 or any statutory modification thereof.

DEPOSIT.

24. $\frac{\text{The sum of Rs.}}{\text{The said Government promissory-note for Rs.}}$ deposited by the contractor together with the interest accruing thereon is a security deposited for the due fulfilment of all and every of the conditions of this contract for breach of any of which by the contractor the District Forest Officer shall be entitled to forfeit the deposit in whole or in part either during or after the expiry of the contract and in the event of any such forfeiture pending the continuance of the contract any sum so foreited shall be immediately made good by the contractor who will not be allowed to continue his work until such deposit has been brought up to the full amount originally deposited. For the purpose of this clause the said District Forest Officer shall be at liberty at any time to sell the said Government promissory-note for Rs. .

RETURN OF DEPOSIT.

25. The security deposit or the balance thereof, if any deductions have been made under any of the above conditions shall be returnable to the contractor two calendar months after the expiry of the contract on production by the contractor of an order in writing by the District Forest Officer releasing the contractor from all liability under the contract.

MADRAS FOREST ACT, 1882.

26. The contractor shall at all times comply with the provisions of the Madras Forest Act, 1882, and any subsisting statutory modification thereof and all rules from time to time in force thereunder respectively and the provisions of this contract shall be taken in all respects as subject to such Act and rules.

CANCELMENT OF CONTRACT.

27. In the event of any breach by the contractor or his agents of any of the above conditions, the District Forest Officer shall have the right, besides enforcing forfeiture of all or any part of the said deposit, to cancel this contract by written notice, and in such case at the option of the District Forest Officer, all $\frac{\text{timber}}{\text{firewood}}$ the subject of this agreement, and the contractor shall be responsible for, and shall make good to the Governor of Madras any loss which Government may incur on any such resale or departmental working as the case may be, but shall have no claim to any surplus which Government may realize thereby.

ARBITRATION.

28. In case of any dispute arising between the District Forest Officer and the contractor as to any matter arising under this contract such dispute shall be referred to the Collector within two months of the date of the order of the District Forest Officer and the Collector's decision shall be final.

IN WITNESS whereof the contractor and District Forest Officer of acting under the direction of the Governor of Madras have hereunto set their respective hands the day and year first above written.

First Schedule above referred to.

Name and particulars of the produce.	Forest Division.	Taluk.	Village.	Name and particulars of the area.	Conditions and restrictions.

Second Schedule above referred to.

SIGNED by the abovenamed
in the presence of

SIGNED by the abovenamed
in the presence of

APPENDIX 22.

(Section 131.)

Form of contract of the usufruct of trees and topes.

FORESTS.

AGREEMENT made this day of 19
between of
(hereinafter called the contractor which term shall where the context admits include the said
his heirs, executors, administrators, legal representatives and assigns) of the one part and the Governor of Madras of the other part.

WHEREAS the contractor has tendered for the usufruct of all trees and topes on the lands hereinafter referred to and such tender has been accepted by
the District Forest Officer of acting for and on behalf of the Governor of Madras.

AND WHEREAS the contractor has deposited
as security for the due performance by him the contractor of the provisions hereinafter contained.

NOW THESE PRESENTS WITNESS that for carrying the said agreement into execution the contractor for himself, his heirs, executors, administrators, legal representatives and assigns and the Governor of Madras for himself, his successors and assigns do hereby mutually contract with the other and others of them as follows:—

RIGHTS UNDER CONTRACT.

1. The contractor shall have the right during the term of
from the day of 19 , to collect, store, remove and dispose of subject to the conditions and restrictions named in the last column of the schedule hereto and the conditions contained in the sale notice appended hereto the produce of trees growing or being in or upon the lands set forth in the schedule hereto SAVE and

EXCEPT all or any of such produce to which any right-holder, permit-holder or *bona fide* ryot is now or may at any time or times hereafter be entitled under the provisions of the Madras Forest Act, 1882, or any modification thereof or under any rules or proceedings of the Forest Department of the Government of Madras.

2. The contractor shall not dispose of or sublet such right or any part thereof without the written permission of the District Forest Officer of   for the time being (hereinafter called the District Forest Officer) which permission may be refused by the latter without assigning any reason for so doing.

3. In case of any question arising with regard to or any objection being taken by any person to the contractor's rights to collect or to store the produce collected in any part of the said lands or to remove the produce collected along any routes or through any part of the said lands or to collect any of the said products the District Forest Officer may if and whenever any such question may arise serve the contractor with a written notice prohibiting his collecting or storing any such produce in any such part of the said lands or collecting such produce or regulating the storing or removal of any such produce and on the service of any such notice on the contractor the orders and directions therein contained shall until the same are varied by the District Forest Officer be taken as part of the conditions of this contract anything herein contained to the contrary notwithstanding and shall be observed and performed by the contractor.

4. The contractor shall have no claim for compensation for any loss he may incur by carrying out the provisions of any such notice nor for any loss caused to him by his being prevented or obstructed by any zamindar, landowner or other person on plea of right of ownership or right of enjoyment or otherwise from collecting or removing any of the said produce.

COLLECTION AND REMOVAL OF PRODUCE.

5. The collection and removal of the produce shall be effected only under such system and form of printed permit and by such routes as may be approved of or ordered from time to time by the District Forest Officer and any removal without *such permit* or by routes other than those approved of or ordered shall render this agreement liable to be cancelled by the District Forest Officer and the produce so removed liable to be forfeited to Government if seized within forest limits.

6. Every servant of the contractor or coolie to whom authority is granted for the removal of the produce shall be separately supplied with a permit issued by the contractor or his authorized agent whose name, residence and a specimen of whose signature shall be communicated to the District Forest Officer and in every case the quantity of the produce and the time allowed for its removal shall be clearly written on the permit. No person shall be considered as duly accredited as agent of the contractor for the purposes of this contract unless he is approved of by the District Forest Officer and is provided by the contractor with a power-of-attorney and until a copy of such power-of-attorney is deposited with the Range Officer concerned.

7. The contractor shall be responsible for the acts of himself and his agents and of persons authorized by either of them to collect, store or to remove the produce.

8. The contractor shall not engage or employ any of the coolies of cartmen employed by the department for extracting forest produce by departmental agency in any work under this contract without the permission in writing of the Range Officer.

9. The contractor shall be fully responsible for any illicit felling of trees or removals of produce from fellings within two furlongs of

the leased area and such illicit fellings may render his contract liable to be cancelled in addition to the forfeiture of all moneys paid by him and of all produce collected under the contract but left unremoved from the area.

10. The contractor shall be responsible for any damage done to any of the trees on the said lands.

11. The contractor shall allow the sheep and goats that are licensed by the forest department to graze in any topes of trees on the said land to lie in such topes two nights in each week to improve the tope. The contractor shall allow no cattle to enter on any reserved forest on the said lands and shall in no case remove any grass from the said lands except by cutting the same in the proper manner.

12. The contractor shall not lop or fell any kind of tree nor strip off the bark of or otherwise damage any tree in the collection of the produce or otherwise nor shall he cut the leaves of coconut or date trees but shall only collect them as they fall. In the case of palmyra trees not less than 10 topmost green leaves shall be always left uncut on each tree.

13. In the event of the contractor failing to remove the produce from the leased area by the expiry of the lease such produce shall be forfeited and shall revert to and become the absolute property of the Governor of Madras and the contractor shall not by reason of such forfeiture be entitled to any refund or abatement of the amount payable or due by him under this contract.

14. In extracting toddy the contractor shall take every precaution not to endanger the trees and shall not tap any trees with stems under feet in height.

15. The contractor shall repair and keep in good order all fences now existing or that may hereafter be constructed in any tope on the said lands.

FIRES.

16. If any fire shall occur in the forest area to which this contract applies the contractor, his agents and all persons authorized by either to collect, store or remove the produce shall render every assistance and use their best endeavours to extinguish the fire and every of such persons shall in all cases give immediate notice of the occurrence of the fire to the nearest Forest, Police or Revenue officer.

ACCOUNTS AND PAYMENTS.

17. The contractor shall keep correct accounts in the form prescribed from time to time by the District Forest Officer of all produce obtained under this contract and shall submit them to the Range Officer immediately after the expiry of every month.

18. The contractor shall pay into the treasury at the sum of Rs. by the following instalments:—

(*a*) On or before the day of 19 Rs.
(*b*) On or before the day of 19 Rs.
(*c*) On or before the day of 19 Rs.

19. Interest at 6 per cent per annum shall be paid by the contractor on all instalments in arrears in addition to which the contractor shall be liable on failure to pay any one of the instalments on the due date to have this contract cancelled by the District Forest Officer.

20. Any money due by the contractor under the terms of this contract shall under section 66 of the Madras Forest Act V of 1882, as amended by Madras Act I of 1934 be recoverable from him by the attachment and sale of his property under Madras Act II of 1864, or any statutory modification thereof.

DEPOSIT.

21. The sum of Rs.
The said Government promissory note for Rs. deposited by the contractor together with the interest accruing thereon is a security deposited for the due fulfilment of all and every of the conditions of this contract for breach of any of which by the contractor the District Forest Officer shall be entitled to forfeit the deposit in whole or in part either during or after the expiry of the contract and in the event of any such forfeiture pending the continuance of the contract any sum so forfeited shall be immediately made good by the contractor who will not be allowed to continue his work under this contract until such deposit has been brought up to the full amount originally deposited. For the purpose of this clause the said District Forest Officer shall be at liberty at any time to sell the said Government promissory note for Rs.

RETURN OF DEPOSIT.

22. The security deposit or balance thereof if any deductions have been made under any of the above conditions shall be returnable to the contractor two months after the expiry of the contract on production by the contractor of an order in writing by the District Forest Officer releasing the contractor from all liability under the contract.

MADRAS FOREST ACT, 1882.

23. The contractor shall at all times comply with the provisions of the Madras Forest Act, 1882, and any subsisting statutory modification thereof and all rules from time to time in force thereunder respectively and the provisions of this contract shall be taken in all respects as subject to such Act and rules.

CANCELMENT OF CONTRACT.

24. In the event of any breach by the contractor or his agents of any of the above conditions, the District Forest Officer shall have the right, besides enforcing forfeiture of all or any part of the said deposit, to cancel this contract by written notice, and in such case at the option of the District Forest Officer, all produce the subject of this agreement, may either be resold or be worked departmentally by Government, and the contractor shall be responsible for, and shall make good to the Governor of Madras, any loss which Government may incur on any such resale or departmental working as the case may be, but shall have no claim to any surplus which Government may realize thereby.

ARBITRATION.

25. In case of any dispute arising between the District Forest Officer and the contractor as to any matter arising under this contract such dispute shall be referred to the Collector within two months of the date of the order of the District Forest Officer and the Collector's decision shall be final.

IN WITNESS whereof the contractor and District Forest Officer of acting under the direction of the Governor of Madras have hereunto set their respective hands the day and year first above written.

Schedule above Referred to.

Name and particulars of the produce.	Forest Division.	Taluk.	Village.	Name and particulars of the area.	Conditions and restrictions.

SIGNED by the abovenamed
in the
presence of . }

SIGNED by the abovenamed
in the
presence of . . }

FORM OF CONTRACT FOR THE FELLING/CUTTING AND PURCHASE OF TIMBER/FIREWOOD

APPENDIX 23.

(Section 131.)

Form of contract for the $\frac{\textit{felling}}{\textit{cutting}}$ *and purchase of* $\frac{\textit{timber}}{\textit{firewood}}$.

FORESTS.

AGREEMENT made this day of 19
between
of
(hereinafter called "the Contractor" which term shall where the context admits include the said his heirs executors administrators legal representatives and assigns) of the one part and the Governor of Madras of the other part.

WHEREAS the contractor has tendered for the purchase of all $\frac{\text{timber}}{\text{firewood}}$ that may be for sale in the forests hereinafter referred to during the term of and such tender has been accepted by the District Forest Officer of acting for and on behalf of the Governor of Madras upon the terms and conditions hereinafter appearing.

AND WHEREAS the Contractor has deposited as security for the due performance by him the contractor of the provisions hereinafter contained.

NOW THESE PRESENTS WITNESS that for carrying the said agreement into execution the contractor for himself his heirs executors administrators legal representatives and assigns and the Governor of Madras for himself his successors and assigns do hereby mutually contract with the other and others of them as follows:—

RIGHTS UNDER CONTRACT.

1. The contractor will subject to the conditions and restrictions named in the last column of the first schedule hereto and the conditions contained in the sale notice appended hereto purchase $\frac{\text{fell}}{\text{cut}}$ and take delivery of and the Governor of Madras will sell all $\frac{\text{timber}}{\text{firewood}}$ that may during the term of from the day of 19 be in or upon the lands set forth in the first schedule hereto SAVE and EXCEPT all or any of such $\frac{\text{timber}}{\text{firewood}}$ to which any right-holder permit-holder or *bona fide* ryot is now or may at any time or times hereafter be entitled under the provisions of the Madras Forest Act, 1882, or any statutory modification thereof or under any rules or proceedings of the Forest Department of the Government of Madras.

2. The contractor shall not assign his right under this agreement or any part thereof without the written permission of the District Forest Officer for the time being of (hereinafter called "the District Forest Officer") which permission may be refused by the latter without assigning any reason for so doing.

3. In case of any question arising with regard to or of any objection being taken by any person to the contractor's rights to purchase $\frac{\text{fell}}{\text{cut}}$ and remove the $\frac{\text{timber}}{\text{firewood}}$ in any part of the said lands or to remove such $\frac{\text{timber}}{\text{firewood}}$ along any routes or through any part of the said lands the District Forest Officer may if and whenever any such question may arise or any such objection may be taken serve the contractor with a written notice prohibiting his $\frac{\text{felling}}{\text{cutting}}$ or removing

any such $\frac{\text{timber}}{\text{firewood}}$ or regulating the $\frac{\text{felling}}{\text{cutting}}$ or removal of same and on the service of any such notice the orders and directions therein contained shall until the same are varied by the District Forest Officer be taken as part of the conditions of this contract anything herein contained to the contrary notwithstanding and shall be observed and performed by the contractor.

4. The contractor shall have no claim for compensation for any loss he may incur by carrying out the provisions of any such notice nor for any loss caused to him by his being prevented or obstructed by any zamindar landowner or other person on plea of right of ownership or right of enjoyment or otherwise from $\frac{\text{felling}}{\text{cutting}}$ taking delivery of or removing any of the said $\frac{\text{timber}}{\text{firewood}}$.

$\frac{\text{FELLING}}{\text{CUTTING}}$ COLLECTION AND REMOVAL OF PRODUCE.

5. The $\frac{\text{felling}}{\text{cutting}}$ collection and removal of the $\frac{\text{timber}}{\text{firewood}}$ shall be effected only under such system and form of printed permit and by such routes as may be approved of or ordered from time to time by the District Forest Officer and any $\frac{\text{felling}}{\text{cutting}}$ or removal without such permit or by routes other than those approved of or ordered shall render this contract liable to be cancelled by the District Forest Officer and the $\frac{\text{timber}}{\text{firewood}}$ so removed liable to be forfeited to Government if seized within forest limits.

6. The contractor shall fell all the trees flush with the ground, shall fell only marked trees, and shall not remove any timber until it has been stamped with Government stamp.

7. Every servant of the contractor or coolie to whom authority is granted for the $\frac{\text{felling}}{\text{cutting}}$ or removal of any of the $\frac{\text{timber}}{\text{firewood}}$ shall be separately supplied with a permit issued by the contractor or his authorized agent whose name residence and a specimen of whose signature shall be communicated to the District Forest Officer and in every case the quantity of the $\frac{\text{timber}}{\text{firewood}}$ and the time allowed for its $\frac{\text{felling}}{\text{cutting}}$ and removal shall be clearly written on the permit. No person shall be considered as duly accredited as agent of the contractor for the purposes of this agreement unless he is approved of by the District Forest Officer and is provided by the contractor with a power-of-attorney and until a copy of such power-of-attorney is deposited with the Range Officers concerned.

8. The contractor shall be responsible for the acts of himself and his agents and of all persons authorized by either of them to $\frac{\text{fell}}{\text{cut}}$ or take delivery of or to remove the $\frac{\text{timber}}{\text{firewood}}$.

9. Within   from the date on which any $\frac{\text{timber}}{\text{firewood}}$ shall have been $\frac{\text{felled}}{\text{cut}}$ under this contract and receipt of notice from the District Forest Officer so to do the contractor shall $\frac{\text{saw}}{\text{cut}}$ such $\frac{\text{timber}}{\text{firewood}}$ into $\frac{\text{logs}}{\text{billets}}$ of such dimensions as the District Forest Officer shall direct and shall cause the same to be properly stacked in accordance with the orders of the District Forest Officer and in case of any

default on the part of the contractor in so doing the District Forest Officer may cause such $\frac{\text{sawing}}{\text{cutting}}$ and stacking to be performed and may charge the cost to and recover the cost of the same from the deposit of the contractor or other moneys due or payable to him.

10. That as from the time of such $\frac{\text{felling}}{\text{cutting}}$ the $\frac{\text{timber}}{\text{firewood}}$ shall be at the sole risk of the contractor who shall make his own arrangements for the protection of the same from fire, theft, wastage or damage of any kind whatsoever.

11. The contractor shall within from the date of any $\frac{\text{timber}}{\text{firewood}}$ being so $\frac{\text{stocked}}{\text{logged}}$ pay for the same at the rate of per stack of cubic feet (length, breadth and height) of feet $\frac{\text{logs}}{\text{billets}}$ and shall within a further period of from such date remove all $\frac{\text{timber}}{\text{firewood}}$ so paid for. In case of any dispute regarding the measurements of $\frac{\text{stacks}}{\text{logs}}$, the District Forest Officer shall decide after personally measuring the disputed $\frac{\text{stacks}}{\text{logs}}$ and his decision shall be final.

12. The contractor shall remove the $\frac{\text{stacks}}{\text{logs}}$ paid for by not less than $\frac{\text{stacks}}{\text{cubic feet}}$ at one time and shall receive from the District Forest Officer or the Range Officer permits for the $\frac{\text{timber}}{\text{firewood}}$ purchased and so to be removed.

13. The contractor shall for the purpose of removing the $\frac{\text{stacks}}{\text{logs}}$ use only the tracks pointed out by the District Forest Officer and shall remove such $\frac{\text{stacks}}{\text{logs}}$ in the order pointed out by him.

14. The District Forest Officer shall, if possible, allow the contractor the use of elephants to help him to saw up any logs which may be too big to be carted; provided that the contractor shall give the District Forest Officer notice in writing of requiring such help at least two calendar months previous to the date on which such help is required and provided also that the inability of the District Forest Officer to afford such assistance as to which the District Forest Officer shall be the sole judge and his decision shall be final shall not entitle the contractor to any compensation or any refund or abatement of the amount payable by him under this agreement.

15. The contractor shall take delivery of the several classes of wood by volume measurement as detailed below in the second schedule hereto and no claim for shrinkage will be admitted.

16. In the event of the contractor failing to remove any $\frac{\text{timber}}{\text{firewood}}$ from any place where the same may be stacked within the period hereby provided for such removal such $\frac{\text{timber}}{\text{firewood}}$ shall be forfeited and shall revert to and become the absolute property of the Governor of Madras and the contractor shall not by reason of such forfeiture be entitled to any refund or abatement of the amount payable or due by him under this contract.

17. The contractor shall not engage or employ the coolies or cartmen employed by the Forest department for extracting forest produce by departmental agency in any work under this contract without the permission in writing of the Range Officer.

18. The contractor shall be fully responsible for any illicit felling of trees or removals of produce from fellings within two furlongs of the leased area and such illicit fellings may render this contract liable to be cancelled in addition to the forfeiture of all moneys paid by him and of all $\frac{\text{timber felled}}{\text{firewood cut}}$ under the contract but left unremoved from the area.

FIRES.

19. If any fire occurs in the forest area to which this contract applies the contractor, his agents and all persons authorized by either to $\frac{\text{fell saw}}{\text{cut cut}}$ stack or remove the $\frac{\text{timber}}{\text{firewood}}$ shall render every assistance and use their best endeavours to extinguish the fire and every of such persons shall in all such cases give immediate notice of the occurrence of the fire to the nearest Forest Police or Revenue Officer.

ACCOUNTS AND PAYMENTS.

20. The contractor shall keep correct accounts in the form prescribed from time to time by the District Forest Officer of all $\frac{\text{timber}}{\text{firewood}}$ $\frac{\text{felled}}{\text{cut}}$, $\overset{\text{——}}{\text{sawn}}$, stacked and removed under this contract and shall submit such accounts to the Range Officer on the day of .

21. All payments due by the contractor under this agreement shall be paid by him into the treasury at

22. Interest at 6 per cent per annum shall be paid by the contractor on all sums due in arrears under this contract in addition to which the contractor shall be liable on failure to pay any one of the sums so due to have this contract cancelled by the District Forest Officer.

23. Any money due by the contractor under the terms of this contract shall under section 66 of the Madras Forest Act V of 1882, as amended by Madras Act I of 1934, be recoverable from him by the attachment and sale of his property under Act II of 1864, or any statutory modification thereof.

DEPOSIT.

24. $\frac{\text{The sum of Rs.}}{\text{The said Government promissory note for Rs.}}$ ——— deposited by the contractor together with the interest accruing thereon is a security deposited for the due fulfilment of all and every of the conditions of this contract for breach of any of which by the contractor the District Forest Officer shall be entitled to forfeit the deposit in whole or in part either during or after the expiry of the contract and in the event of any such forfeiture pending the continuance of the contract any sum so forfeited shall be immediately made good by the contractor who will not be allowed to continue his work until such deposit has been brought up to the full amount originally deposited. For the purpose of this clause the said District Forest Officer shall be at liberty at any time to sell the said Government promissory note for Rs.

RETURN OF DEPOSIT.

25. The security deposit or the balance thereof if any deductions have been made under any of the above conditions shall be returnable to the contractor two calendar months after the expiry of the contract on production by the contractor of an order in writing by the District Forest Officer releasing the contractor from all liability under the contract.

MADRAS FOREST ACT, 1882.

26. The contractor shall at all times comply with the provisions of the Madras Forest Act, 1882, and any subsisting statutory modifications thereof and all rules from time to time in force thereunder respectively and the provisions of this contract shall be taken in all respects as subject to such Act and rules.

CANCELMENT OF CONTRACT.

27. In the event of any breach by the contractor or his agents of any of the above conditions, the District Forest Officer shall have the right, besides enforcing forfeiture of all or any part of the said deposit, to cancel this contract by written notice, and in such case at the option of the District Forest Officer, all $\frac{\text{timber}}{\text{firewood}}$ the subject of this agreement, may either be resold or be worked departmentally by Government, and the contractor shall be responsible for, and shall make good to the Governor of Madras, any loss which Government may incur on any such resale or departmental working as the case may be, but shall have no claim to any surplus which Government may realize thereby.

ARBITRATION.

28. In case of any dispute arising between the District Forest Officer and the contractor as to any matter arising under this contract such dispute shall be referred to the Collector within two months of the date of the order of the District Forest Officer and the Collector's decision shall be final.

IN WITNESS whereof the contractor and District Forest Officer of acting under the direction of the Governor of Madras have hereunto set their respective hands the day and year first above written.

First Schedule above referred to

Name and particulars of the produce.	Forest Division.	Taluk.	Village.	Name d particulars of the areas.	Conditions and restrictions.

Second Schedule above referred

SIGNED by the abovenamed in the presence of .

SIGNED by the abovenamed in the presence of .

APPENDIX 24.

(Section 130.)

Form of lease for temporary cultivation of crops other than cardamom inside a reserved forest.

THIS INDENTURE made the day of one thousand nine hundred and between the Governor of Madras of the one part and (hereinafter called "the lessee" which expression shall be taken to mean and include the said and his heirs executors administrators legal representatives and assigns except where the context requires another or different meaning) of the other part.

Whereas on the day of one thousand nine hundred and the District Forest Officer of the Forest division acting for and on behalf of the lessor agreed to let and the lessee agreed to take for the term of one year a piece or portion of land in the reserved forest acres in extent and more particularly described in the Schedule hereunder written and delineated in the plan thereof hereto annexed.

Now this indenture witnesseth that in pursuance of the said agreement and in consideration of the rent hereby reserved and the covenants by the lessee herein contained the lessor doth hereby demise unto the lessee all that piece or parcel of land situate in the reserved forest in the registration sub-district of in the registration district of in the Province of Madras and more particularly described in the schedule hereunder written and delineated in the plan thereof hereto annexed excepting and reserving unto the lessor Firstly all public roads ways rights of way footpaths and forests and other public buildings and works now existing on or over the said demised premises Secondly all trees saplings shrubs and underwood now or at any time hereafter growing upon the said demised premises and Thirdly liberty for the lessor and all persons authorized by him or on his behalf with or without draught and other animals carts and other conveyances to enter upon the said demised premises for the better enjoyment of the premises and rights hereby reserved and for the purpose of making any inspection or survey or clearing of boundaries or demarcation of boundaries or to enquire into any offences against law to hold the same for the term of one year from the day of 19 . paying therefor into the treasury at the yearly rent of rupees calculated at the rate of for every acres or part thereof such yearly rent to be paid in advance free from all deductions either in one sum on or before the day of or in equal $\frac{\text{monthly}}{\text{quarterly}}$ instalments on or before the day of each $\frac{\text{month}}{\text{quarter}}$.

2. The lessee covenants with the lessor—

(1) To pay the rent hereinbefore and hereinafter reserved and made payable at the times and in manner appointed for payment thereof respectively and to pay interest at 6 per cent per annum from their respective due dates on all sums payable under these presents which shall not have been paid at such due dates.

(2) To pay all existing and future taxes rates assessments and outgoings of every description for the time being payable in respect of the said land.

(3) To cultivate such of the demised premises as shall from time to time be under cultivation in a good and husbandlike manner and not to use the said demised premises or any part thereof for any other than cultivation purposes.

(4) Not to erect any structures or buildings of a permanent or temporary nature on the premises demised except such buildings of a temporary nature as may be required for cultivation purposes.

(5) Not to assign or sublet or part with the possession of the demised premises or any part thereof or any of his rights under this demise without the previous permission in writing of the District Forest Officer of for the time being (hereinafter called the District Forest Officer), which permission may be refused by the District Forest Officer without assigning any reasons for so doing.

(6) Not to encroach upon any land not demised under these presents and in case of any such encroachment to pay into the said treasury upon demand made by the District Forest Officer rent at the rate of for every acre or part of an acre so encroached upon, the payment of such rent to be without prejudice to the proviso for re-entry hereinafter contained.

(7) To comply at all times with the provisions of the Madras Forest Act, 1882, and any subsisting statutory modification thereof and all rules from time to time in force thereunder respectively.

(8) And at the expiration or sooner determination of this demise to deliver up the said land together with all crops and buildings which shall then be standing thereon and all other improvements thereof and all forest growth thereon in all respects in such state and condition as shall be consistent with the due performance of the covenants herein contained and without any right to compensation in respect of such crops buildings and improvements.

3. PROVIDED ALWAYS that these presents shall be taken in all respects as subject to the provisions of the Madras Forest Act, 1882, and any subsisting statutory modification thereof and that in addition and without prejudice to the exercise of any other remedies available to the lessor all moneys due by the lessee under these presents shall be recoverable from the lessee as if they were arrears of land revenue under the provisions of Madras Act II of 1864 or any statutory modification thereof.

4. PROVIDED ALSO that if and whenever there shall be a breach of any of the lessees' covenants it shall be lawful for the lessor at any time thereafter to enter upon any part of the demised premises in the name of the whole and thereupon this demise shall determine and the lessee shall not in such event be entitled to any compensation whatsoever.

5. The lessor covenants with the lessee to permit the lessee on his paying the rent hereby reserved and observing and performing the several covenants and stipulations on his part herein contained peaceably and quietly to hold and enjoy the demised premises during the term hereby created without any lawful interruption by the lessor or any person rightfully claiming under or in trust for him.

6. PROVIDED ALWAYS that it shall be lawful for the District Forest Officer to resume at any time during the continuance of this demise the whole or any part of the land hereby demised after giving one month's notice of his intention so to do to the lessee and that in the event of such resumption the lessee shall not be entitled to any compensation whatsoever.

7. No application for renewal of this lease will be considered unless presented to the District Forest Officer one clear month before the expiry of the term of this demise but the lessor shall in no case be under any obligation to grant a renewal.

IN WITNESS whereof the District Forest Officer of acting under the direction of the Governor of Madras and the lessee have hereunto set their respective hands the day and year first above written.

The Schedule above referred to

SIGNED by the abovenamed in the presence of .

SIGNED by the abovenamed in the presence of .

APPENDIX 25.

(Section **130.**)

Form of lease of land inside reserved forests for cardamom cultivation.

The Governor of Madras is hereby pleased to grant a lease of acres cents of land described in the First Schedule hereto, to for a period of 25 years from subject to the following conditions:—

1. The land shall be used only for the cultivation of cardamoms in a good and husbandlike manner provided that the lessee may grow any shade trees which may facilitate the growth of cardamoms, erect any temporary buildings which may be required for such cultivation, and plant not more than twenty-four fruit trees on land not suitable for the cultivation of cardamoms.

2. The lessee shall pay the cost of surveying the land. He shall keep its boundaries clear of forest growth and maintain the survey marks in good repair.

3. The lessee shall pay a premium of Rs. .

4. The lessee shall pay every year a rent at the rate of rupees for every acre included in the lease, provided that if the land is undeveloped and has to be brought under cultivation with cardamoms for the first time, he shall be liable to pay rent only at this rate for the first years of the lease. For the purpose of this clause, any fraction of an acre in excess of a whole number of acres shall count as one acre.

5. The lessee shall pay the rent in advance into the Government treasury before the 1st October every year. If the rent or any portion thereof is not so paid, interest may be charged thereon at 6½ per cent per annum. If the rent with interest is not paid within three months from 1st October, the lease shall be cancelled.

6. The lessee shall pay all taxes and local rates payable in respect of the land by law or custom.

7. This lease shall not in any way affect the customary or other rights of the Government, or of the public in the roads and paths described in the second schedule hereto and marked in the plan attached.

8. The Government reserve the right to the mines and quarries subjacent to the land, and the Government or any person authorized by them may exercise all the powers necessary for the proper working of the minerals, such as the liberties and powers detailed in Part II of the standard form of mining lease; but the lessee shall be entitled to compensation for any damage which he may sustain by the exercise by the Government of the right and powers reserved to them under this clause.

9. The lessee shall not, without the previous sanction of the Collector, transfer the whole or any part of his interest in the land under the lease or part with the possession of the land or any portion thereof. Such sanction will not generally be given during the first five years of the lease.

10. The lessee shall preserve from injury or destruction all timber and other trees, pollards and sapplings growing on the land and in particular, he shall not cut or tap any such trees, pollards or sapplings. Subject to this restriction he is at liberty to clear undergrowth if it is injurious to the growth of cardamoms, but not otherwise. If the lessee desires to remove any trees, pollards or sapplings that are injuring his crop he will mark such trees with chunam and send a list of such trees to the Range Officer. The Range Officer will inspect the trees with the least possible delay and obtain the written permission of the District Forest Officer for the removal by the lessee of such trees as the District Forest Officer considers can

be removed in the interest of the cardamom cultivation without unreasonable detriment to the protective qualities of the forest. The District Forest Officer shall have the option of removing for disposal by sale or otherwise the stems of trees of reserved species if the lessee does not desire to buy the timber at the seigniorage rates.

11. The lessee shall not encroach upon any land not included in the lease. He shall bring to the notice of the District Forest Officer any unauthorized cultivation within 50 feet of the boundaries of the land.

12. The lessee shall, at all times, comply with the provisions of the Madras Forest Act, 1882, as amended from time to time, and of all rules issued thereunder and for the time being in force.

13. All customary or other rights of the Government in the head-waters, waterfalls, and rivers, streams, and channels in, or bounding, the land or in any way affecting it, are hereby reserved:

Provided that the lessee may be permitted, subject to such restrictions as may from time to time be imposed by the Collector or the Chief Conservator of Forests or the Board of Revenue and subject to the payment of a charge, the use of water from any river, stream and channel for irrigating nurseries and supply of drinking water, provided that a licence is previously taken for the purpose or purposes from a competent authority.

14. The rent and all sums due from the lessee shall be recoverable from him as if they were arrears of land revenue.

15. The lessee shall, as soon as the period of lease expires or on its earlier termination, as the case may be, deliver up to the Government the land together with all crops, trees and buildings which shall then be standing thereon.

16. If the lessee violates any of the conditions of this lease, the Government shall be at liberty to resume the land and to re-enter on any part of the land in the name of the whole, and thereupon the whole of the land including all crops, trees, buildings, roads, fences, plants and other things attached to the land shall vest absolutely in the Government. In the event of such resumption and re-entry, the lessee shall not be entitled to any compensation whatsoever.

17. The Government shall have the right to resume the whole or any part of the land after giving three months notice of their intention to do so and thereupon the lessee shall, if he has paid any premium, be entitled to a refund of a proportionate part thereof, to be fixed by the Collector.

18. If, not less than three clear months before the expiry of this lease, an application for its renewal is presented to the Collector, the Government may renew the lease, but shall in no case be deemed to be under any obligation to do so.

In witness whereof I Collector of district, on behalf of, and by the order and direction of, the Governor of Madras, have set my hand hereunto this day of

THE FIRST SCHEDULE.

Description of the land leased.

Forest Division.	Taluk.	Name of reserve.	Survey number and area in acres and cents.	Nature of crop on the land.	Remarks.

THE SECOND SCHEDULE.

Description of the roads and paths referred to in condition 7.

Signed by the abovenamed
in the presence of

Signed by the abovenamed
in the presence of }

APPENDIX 26.

(Section 135.)

Rules relating to Government dues money orders.

NOTIFICATION I.

The following rules relating to Government dues money orders are published for general information:—

* * * *

Section A.—Procedure in office of issue.

* * * *

Section B.—Procedure in the Post office of payment.

* * * *

Section C.—Procedure to be followed in the treasury.

* * * *

Section D.—Procedure in the offices of payees of the money orders.

On receipt of an advice list with the corresponding strip containing the coupon, the usual entries will be made in the prescribed registers.

If the amount of a money order is more than is due from the remitter, the excess should be entered as an advance on account of future dues or be dealt with in such other way as the rules of the department or local body may prescribe; if the amount is less than is due, it should be credited as a payment in part; if the period on account of which the remittance is made is specified, the amount should be credited on account of that period; and if the period is not specified, the remittance should be set off against those dues which have been longest outstanding.

Section E.—Rules relating to the money orders issued by Government officials or local bodies who bank at a treasury or sub-treasury.

* * * *

NOTIFICATION II.

Rules for the remittance of Forest Revenue to treasuries and of advances to disbursers.

The following departmental rules are issued for the remittance of forest revenue to treasuries and of advances to disbursers by means of postal money orders. Money should be remitted through the Post office only in cases where the existing method of remittance is unsafe or otherwise inconvenient:—

(i) 1. *Remittance of revenue.*—District Forest Officers should provide themselves, as well as their range and other revenue remitting officers, with ordinary inland money order forms in books with counterfoils, such as are obtainable at all Post offices, and these alone should be used, all particulars of the remittance being noted on the counterfoil.

2. The remitter should make out a money order on one of these forms, filling in the name of the most convenient Post office and other particulars and making it payable to the officer in charge of the treasury and should send it with the cash to the Post office. He should note briefly on the coupon such particulars of remittance as may be necessary for the Treasury Officer's information.

3. The Treasury Officer, on receipt from the Post office of the money order, will sign and date the money order and return it to the Post office after cutting off the strip containing the coupon and acknowledgment. He will forward to the District Forest Officer the

advice list together with the corresponding strips consisting of the coupons and acknowledgments of all money orders received during the day.

4. The entry in the remitter's accounts will be supported by the receipt given to the remitter by the Post office when the money order was issued.

5. The commission paid on money orders will be charged to the head "10. Forest—Establishments — Contingencies—Voted — Office Expenses" in the departmental accounts.

(ii) 6. *Remittance of advances.*—In remitting advances to disbursers, the same procedure as that prescribed in rules 1 and 5 above should be followed; but the amount of the money order and the commission may be paid into the Post office either in cash or, where the Post office is at a treasury or sub-treasury station, by a cheque drawn in favour of the Postmaster on such treasury or sub-treasury. The latter course can only be adopted when the remitter has a banking account with the treasury or sub-treasury concerned.

7. The money order will be treated by the Post office as an ordinary inland money order and acknowledgment sent to the remitter in due course. The remitter's account will be supported by this acknowledgment as well as the receipt referred to in rule 4 above.

APPENDIX 27.

(Section 154.)

Questions for the inspection of Range offices by the District Forest Officer.

Range—

Division—

Questions.	*Answers.*
1 Name of officer-in-charge.	
2 Date of last inspection.	
3 Are the monthly returns sent to the District Forest Officer in Forms Nos. 5 and 6 correctly prepared on the basis of similar returns and cash accounts for the month received in the Range office from the forest and sale depot keepers and with reference to the Range cash book ? Do the disposals shown in Form No. 5 agree with the entries in Form No. 6 for cash sales ? *N.B.*—The original returns received in the Divisional Forest Office should be taken out by the District Forest Officer for the purpose of this examination.	
4 Have all the original forest and sale depot accounts in Forms Nos. 3 and 4 been periodically inspected by the Range Officer, has stock in each such depot been taken by him on those occasions and have inspection notes in proper form been submitted to the District Forest Officer in each case ? If so, have the returns in Forms Nos. 5 and 6 submitted by the forest and sale depot keepers been prepared with reference to the orders passed on such inspection notes ? Has a certificate of accuracy of the balance entered as stock in Form No. 5 at the end of each month been furnished by each subordinate in charge of the forest and sale depot at the foot of Form No. 5 ?	
5 Have prompt steps been taken for the disposal of timber and other produce shown as stock in Form No. 5 ? If not, what explanation is forthcoming and what steps have been taken to prevent deterioration of stock ? What is the aggregate quantity in c.ft. of timber of all kinds, fuel and minor forest produce lying undisposed of for more than six months from the date of the closure of the work in connexion with which the collections were made, and what is the age of the oldest stock remaining unsold ?	
6 Is timber or other produce used departmentally shown as such in Form No. 5 and are proper sanctions forthcoming for their departmental use to the extent shown in the return ?	

Questions. ***Answers.***

7 Is there a list in the Range office showing the rates at which the different kinds of forest produce therein (including grazing) are to be sold to the public, both by lessees of coupes and by the Department, and is it kept up to date with reference to the orders from time to time ?

8 Is there any stock sold lying unremoved, from the forest or sale depots beyond the time allowed for removal. If so, why, and what orders have been passed by the District Forest Officer ?

9 Are deficits shown properly in Form No. 5 and are prompt steps taken to get them written off ?

10 Is the monthly return in Form No. 8 correctly prepared with reference to
(*a*) records of sale of coupes,
(*b*) the record of sale of drift and waifwood and confiscated produce, and
(*c*) the removals of forest produce on permits including grazing ?

11 In the case of grazing, does the last return for the grazing year show the incidence for each reserve separately ?

12 Are receipts in C.F. No. 140, issued for all sales except those for which permits are issued, and are receipts in the latter form issued for all miscellaneous revenue collected by the Range Officer ?

Are permits issued only for removals by purchasers and consumers ? What is the agency employed for the sale of such permits ? If foresters have been employed on the issue of permits, have they been duly authorized ?

13 Have all realizations been brought to account without delay ? Were any delays noticed in the remittance of money by the Range Officer to the treasury ?

NOTE.—The entries in the counterfoils of C.F. No. 140 and the different permits should be tested for a certain selected month.

14 Are sales ever effected on credit, and if so, are proper sanctions forthcoming ? Is prompt action taken to recover the amounts due ?

15 Are the returns in Form No. 9 correctly prepared and have all items of revenue, shown as not collected as per Forms Nos. 6, 8, 17 (in the case of awards of compensation by magistrates under section 21 of the Forest Act) and also as per records showing fines (including interest) and forfeitures ordered by the District Forest Officer in connexion with forest leases and records in respect of arrears of rents of forest residential buildings been duly brought to Form No. 9 ?

What is the aggregate amount of revenue overdue and in how many items ?

Have proper steps been taken for the collection of arrears ? Are there any irrecoverable outstandings to be written off ?

16 Is the stock of all permits kept in the personal custody of the Range Officer under lock and key and are all issues made by him only on proper indent or for cash ?

Where permits have been allowed to be sold by foresters, have the issues been authenticated by the dated acknowledgment of the foresters concerned in the stock register or in the acknowledgment copy of the invoice ? Is the stock register posted as transactions took place ? Was the stock of permits checked by the District Forest Officer at this inspection, and if any differences were noticed, what explanations are forthcoming and what steps have been taken to reconcile them ?

NOTE.—The monthly abstracts from the stock register received in the Divisional Forest office should be taken out by the District Forest Officer and tested with the Range register.

17 Have the sale-proceeds of permits been duly brought to account ? Are the rates correct, and are renewal fees collected for time-expired permits ?

18 In the case of permits issued by the Range Officer and foresters are all the duplicates thereof duly submitted to the District Forest Officer along with the Range monthly cash accounts ?

19 Are the permit issuing officers' and foresters' original accounts and records duly examined by the Range Officer ? If so, how often, what are the stations which were examined during the period under inspection ?

20 Has a full detailed test check been made by the District Forest Officer, for at least one month of the year, of the counterfoils, duplicates and originals of all the permits recovered, and if so, what is the result ?

Board's Proceedings No. 115, dated 3rd April 1902, and Mis. No. 412, dated 3rd June 1902.

Questions. *Answers.*

21 Live-stock returns—

(*a*) Are live-stock returns prescribed by the Conservator under section 152 duly maintained ?

(*b*) Do they show correctly the purchases and issues ?

(*c*) Are the quantities purchased reasonable ?

(*d*) Are the rates paid reasonable ?

(*e*) Has the balance stock been periodically verified ; if so, at what intervals ?

22 Do the entries in the Range cash sheets sent to the District Forest Officer agree with those in the cash book ?

NOTE.—The District Forest Officer should take with him 25 per cent of the duplicate copies of the range cash book selected at random, when he proceeds on inspection.

23 Is the cash book correctly maintained and written up promptly as the transactions occur ? Was the cash balance verified at the time of inspection and was it correct ?

24 Have the entries of measurements in the measurement books been verified with the corresponding items of expenditure in the cash book and in the sanctioned estimate and if so, with what result ?

Have all works been check-measured by the Range Officer before payment and have check-measurement certificates been recorded in the measurement book ?

Have the instructions contained in Articles 174 to 176 and 206 of the Madras Financial Code, Vol. I Local Rulings 1 to 7 under Article 269, Madras Account Code, Vol. III and sections 142 and 143 of the Forest Code been strictly followed by the Range Officer ? If not, what explanation is forthcoming for the omission ?

(For the purpose of this question all the measurement books in the range should be sent for at the time of the examination of the Range cash-book.)

25 Are the accounts of subordinate officers duly received, examined and incorporated in the Range accounts ?

26 Is an account of the materials at site maintained correctly as required in Local Rulings 8 to 11 under Article 269, Madras Account Code, Vol. III, and have the disposals of materials shown in Form F.A.V. Madras Account Code, Vol. III; checked with the sanctioned data sheet and found correct ? If not, how have the differences, if any, been accounted for ?

27 Is the contractors' and disbursers' ledger correctly maintained in accordance with the rules in Articles 272 to 274 and 276, Madras Account Code, Vol. III ?

28 Have all advances to disbursers under the Range Officer been within sanctioned limits and are they made on the basis of written applications for the same from them accompanied by proper cash accounts for the earlier outstanding advances ? If not what explanation is forthcoming for such irregular advances ?

Are the rules in Article 177 of the Madras Financial Code, Vol. I and section 145 of the Forest Code adhered to in regard to advances to contractors ?

29 Are the registers in Form No. 17 correctly maintained and posted up to date ? Is the number of the pending cases large, and are due steps being taken for their disposal ?

Have H Forms been promptly sent to the Magistrate concerned in all cases of seizures, and have any avoidable delays been noticed in reporting cases either to the Range Officers or the District Forest Officers ?

30 Are the orders issued by the Magistrate or the District Forest Officer with regard to the release of produce promptly carried out, and are receipts always obtained from the parties concerned ?

31 Is produce confiscated by the order of the Magistrate disposed of immediately after the expiry of the time allowed for appeal ?

32 Is all confiscated property duly shown in the register in Form No. 3 ?

33 Are earnest money deposits received by the Range Officer ? If so, have they all been brought to account ? Are there any delays in refunding tendered amounts to unsuccessful bidders ? Are acknowledgments obtained in all cases of refunds ?

34 Are any Savings Bank pass books pending return to parties concerned ? If so, are the delays properly explained ?

35 Is a register maintained of all leases, etc., in the range and is it kept up to date with proper details of the names of the contractors, the period of their leases, the dates of payment of their kists, and the nature of the lease, etc. ?

Are copies of sale notices and agreements concerning every lease in the range available in Range office ?

Is the register of removals by contractors prescribed in section 34 of the code correctly maintained by Range Officer and are postings in it done monthly ?

Questions. **Answers.**

36 Do the stores, tools, etc., including arms and ammunition and survey instruments on hand tally with those entered in Form No. 14 maintained in the Divisional Forest Office ?

NOTE.—The register in question should be taken out by the District Forest Officer.

37 Has the stock of stores, tools, etc., including arms and ammunition and survey instruments outside the Range headquarters been verified by the Range Officer and if so when and with what result ? Are proper receipts forthcoming from subordinates under the Range Officer for all articles of stores said to be with the former ? Has the Range Officer submitted the usual annual verification certificate of stock both at headquarters and with the subordinates under him and if so, when ?

Has a list of unserviceable stores been drawn up at the time of inspection after they were verified by the District Forest Officer ?

NOTE.—The District Forest Officer should examine all muskets and survey instruments and verify that they are in working order.

38 Is a notice put up in a conspicuous place in each depot in English and in the Indian language, that manuscript receipts are irregular ? Are they ever issued as far as could be ascertained ?

39 Are office copies of pay bills maintained, are arrear payments noted in them, are payments made promptly ?

40 Are all the paid rolls with the acquittances of payees submitted by the Range Officer punctually so as to reach the District Forest Officer not later than the 20th of each month ? If not, how has the District Forest Officer dealt with the delay ?

41 Are the following registers correctly maintained, and are they posted up to date ?—

(*a*) Form F.A. 3—Register of works, Madras Account Code, Volume III.
(*b*) Register of papers received, etc.
(*c*) Register of papers issued.
(*d*) Rain-guage register.
(*e*) Circular file.
(*f*) Forest sheet file.
(*g*) Library register.

42 Have all fires been promptly reported by Range Officer to District Forest Officer and has Range Officer taken prompt action to investigate the origin and cause of fire and to submit a fire report with sketch in each case ?

43 Has effect been given to the instructions contained in previous inspection notes ? Are the objections raised monthly by the District Forest Officer promptly attended to in this Range ?

44 What is the general result of the inspection ?

NOTE.—Any points not dealt with above may be here noticed if considered necessary.

APPENDIX 28.

(Section 155.)

Questions for the inspection of $\frac{\textit{forest}}{\textit{sale}}$ *depots by the District Forest Officer.*

$\frac{\text{Forest}}{\text{Sale}}$ Depot. **Division.**

Questions. **Answers.**

1 Name of officer-in-charge.

2 Date of last inspection.

Timber accounts.

3 Are registers in Forms Nos. 3 and 4 duly maintained (see section 49) and do they show *all* receipts into, and issues from, the depot, as far as could be ascertained ?

4 Do the entries in Form No. 3 of stock received from other depots or from forests agree with the entries in the invoices of despatching depots ?

Questions. *Answers.*

5 Is timber or other produce used departmentally shown in Forms Nos. 3 and 4 and does the Range Officer account for it satisfactorily ?

6 In the case of timber, including large drift-wood, does the register in Form No. 3 show each log separately with the cubical contents ? If not, how are the quantities calculated in the case of receipts and issues ?

7 Is there a list in the depot office showing the rates at which the different kinds of produce therein are to be sold to the public, and is it kept up to date with reference to the orders issued from time to time ?

8 Are the range monthly returns sent to the Divisional Forest Office in Forms Nos. 5, 6 and 9 correctly prepared with reference to the entries in the depot registers in Forms Nos. 3 and 4 and in the cash book ?

(*N.B.*—The original returns received in the Divisional Forest Office should be taken out by the District Forest Officer for the purposes of this examination.)

9 When was stock in the depot last taken ? Were the depot books balanced at the time ? How were the differences noticed (if any) reconciled ?

10 Was stock taken during the present inspection ? If any differences were noticed, what explanations were forthcoming and how is it proposed to reconcile them ?

11 Were the cubical contents of the logs tested here and there with a view to check the correctness of the measurements given by the Range Officers ?

(*N.B.*—This question is only for depots where there are timber transactions.)

12 Were all auction sales, if any, conducted only with the previous sanction of the District Forest Officer ? Were the sales subsequently confirmed by him in every case ?

13 Are any credit sales effected on the responsibility of the depot-keeper or Range Officer otherwise than under proper sanction (vide section 65) ?

14 Have all realizations by the depot-keeper been duly brought to account ? Were any delays noticed either in crediting the collections in the cash book, or in remitting them to the treasury ?

15 Was the cash balance verified at the time of inspection, and was it correct ?

16 What is the general result of the inspection ?

(NOTE.—Any points not dealt with above may be here noticed if considered necessary.)

I certify that I have satisfied myself that the stock in the depot on the date of inspection was correct and agreed with the registers.

District Forest Officer.

Date,

APPENDIX 29.

(Section 158.)

Questions for the inspection of Divisional Forest Offices by the Conservator.

Division.

Questions. *Answers.*

I. *Register of Reserved Forests.*

(Sections 31 and 32 of the Forest Code.)

(*a*) Has there been any reservation or disreservation during the year and has the change, if any, been recorded in the register with number and date of the gazette notification and a note of the page of the *Fort St. George Gazette* ?

(*b*) Have the above changes been noted in the skeleton maps ?

II. *Reserve Book.*

(Section 33 of the Forest Code.)

Are there any areas of reserved forest in the division for which reserve books should be maintained and, if so, are they maintained for all such areas in the manner prescribed by section 33 of the Madras Forest Department Code ?

Questions. *Answers.*

III. District Forest Note Book.

(Section 35 of the Forest Code.)

(*a*) Is the register maintained as laid down in section 35 of the Forest Code and have all the entries made in it during the year been dated and initialled by the District Forest Officer ? What is the date of the last entry in the register ?

(*b*) Have the remarks, if any, recorded in the book by the Conservator during the last inspection of the office been acted upon by the District Forest Officer ?

IV. Register of Maps.

(Sections 36 and 37 and Appendix 6 to the Forest Code.)

(*a*) Have all receipts and issues of maps since the date of last inspection been correctly entered in the register ?

(*b*) Have the record, range and camp copies of maps been correctly posted with all alterations of boundaries and enclosures effected and all new roads and buildings constructed since the date of last inspection ?

(*c*) Do current range and camp copies show the division of reserves into beats ?

(*d*) Are the rules in Appendix 6 regarding the registry and custody of maps followed ?

V. Working Plans.

(Sections 39 to 42 of the Forest Code and also Chief Conservator's Circulars Proceedings No. 248, Routine, dated 2nd August 1927 and No. 14, Routine, dated 12th January 1928.)

(*a*) Is a file maintained of all the working plans and schemes current in the division and, are all the deviations sanctioned from time to time duly posted in them ?

(*b*) Are record copies of all working plan and scheme maps preserved carefully ?

VI. Control book, record of works, control journal, control maps and control returns.

(Section 44 of the Forest Code.)

Have all the original registers mentioned above been correctly posted with reference to the Conservator's review on the annual control returns received since the date of last inspection ?

VII. Register of fires and fire maps.

(*a*) Is a register of fires maintained and is it posted up to date for each class of area separately ?

Have any subsequent fires been reported during the year's fire season in the early burnt areas and, if so, what was the aggregate area burnt ?

(*b*) Is the fire map duly maintained ? In the case of areas subject to repeated incendiary fires has the District Forest Officer taken steps to close such areas to grazing under note (ii) of condition No. 5, printed on the back of grazing permits ?

VIII. Register of leases.

(Section 58 of the Forest Code.)

(*a*) Have all the lease units approved in the plan of operations been disposed of and have agreements been executed in respect of all of them ? Have security deposits been taken in respect of lease units sold ?

(*b*) Are the completion reports of Rangers certifying that a lessee has satisfactorily completed the lease obtained before the lessee is released of his contract and the security returned ? Are there any delays in the return of security deposits after the expiry of the period of lease ?

(*c*) Are there any land and other miscellaneous leases and, if so, are they all shown correctly in Form 10 ?

(*d*) Has the power of granting free leases been properly exercised and have the rates of fee been suitable in all cases of leases on payment ?

IX. Form—Register of free grants of timber and other produce.

(Section 60 of the Forest Code.)

(*a*) Have all grants been made under proper sanction and has it been ascertained in each case that supplies from unreserved lands in the neighbourhood of the free grantees were not available ?

(*b*) Are adequate steps taken to control the felling and removal, and have details of the description and quantity of the produce removed been duly reported after the expiry of the period allowed for the removal of the produce, and the same correctly recorded in the register ?

Questions. *Answers.*

(c) Is the money value of the grant calculated in each case on the basis of the approved rates for each class of produce of the district ?

(d) Have *all* the grants made as disclosed by the permits issued, during the year been duly entered in the register ? If so, what is the aggregate quantity and value of the free grant availed of during the year.

X. *Register of buildings.*

(Sections 62 and 66 of the Forest Code.)

(a) Have all the alterations effected to buildings and new buildings constructed since the date of last inspection been correctly shown in the register ?

(b) Have disposals during the period of inspection, if any, by sale, transfer or dismantlement been carried out only under proper sanction, and deleted from the register ?

(c) Have dimensional plans, sections and elevations of all new buildings constructed and of alterations effected to other buildings, during the period under inspection, been posted in the register ?

XI. *Register of roads.*

(Section 63 of the Forest Code.)

(a) Have all departmental roads constructed since the date of last inspection been correctly shown in the register ?

(b) Is the capital value of each road kept up-to-date with reference to any structural changes made during the period of inspection ?

(c) Have disposals by transfer, abandonment, etc., effected during the period under inspection been carried out under proper authority ?

XII. *Register of wells.*

(Section 63 of the Forest Code.)

(a) Have all departmental wells constructed or acquired since the date of last inspection been correctly posted in the register ?

(b) Is the capital value of each well or tank kept up-to-date with reference to any structural changes made during the period under inspection ?

(c) Have disposals by transfer, abandonment, etc., been carried out under proper sanction ?

XIII. *Register of Livestock.*

(Section 64 of the Forest Code.)

(a) Have all receipts and disposals since the date of last inspection been entered correctly in the register ?

(b) Is proper authority quoted in the register for any revaluation of livestock done since the last inspection and has such revaluation been entered correctly in the register ?

XIV. *Circular file.*

(Section 79 of the Forest Code.)

Is this maintained in three parts and posted up-to-date with an alphabetical index as required in section 79 of the Code ?

(a) Conservator's circular.
(b) Accountant-General's circular.
(c) District Forest Officer's circular.

XV. *Register of receipts and distribution of books.*

(Sections 81 and 84 of the Forest Code.)

(a) Is the register maintained as laid down in section 81 of the Forest Code ?

(b) Have addenda and corrigenda to Forest and other codes, manuals, etc., received since the date of last inspection been correctly posted in their places and is the posting of each such list of corrections noted on the fly leaf of the book concerned ?

XVI. *Condition of correspondence records.*

(Section 87 and Appendix 10 to the Forest Code and Article 326 of the Madras Financial Code, Volume I.)

(a) Are all the used-up registers classified, labelled and arranged yearwar in the record room, and are all the disposed of files and monthly account files arranged on racks chronologically and neatly in the record room ?

Questions. *Answers.*

XVII. Form 16—*Register of forest offences.*

(Section 89 and Appendix 11 to the Forest Code.)

(*a*) Have all the pending cases of the preceding year been correctly brought forward for the current year, and has the register been posted up to date ?

(*b*) Are there any avoidable delays, either in disposal of forest offences or in the sale of confiscated produce or in the release of seizures ?

(*c*) Is the procedure prescribed in Appendix 11 to Forest Code correctly followed in the disposal of cases ?

(*d*) Are the rules governing the composition of forest grazing offences printed on pages 68 and 69 of the Madras Forest Manual, Volume I, 1940 Edition, followed ?

(*e*) If there are an excessive number of acquittals, are satisfactory reasons forthcoming and are an adequate number of charges enquired into by the District Forest Officer or Ranger ?

(*f*) Have any forest offences been disposed of by First-class Magistrates, and if so, what percentage of the prosecuted cases has been tried by them ?

XVIII. Service books and rolls.

(Section 115 of the Forest Code and rule 74 (*a*) (iv) of the Fundamental Rules.)

(*a*) What is the total number of each class of subordinates in the division for whom service registers are to be maintained by the District Forest Officer and, are such registers correctly maintained in respect of all of them ? Are entries in them posted up to date with a certificate of verification by the District Forest Officer at the end of each year ?

(*b*) Are the annual landed property statements and copies of all orders regarding reduction, dismissal or suspension regularly filed with the service book ?

XIX. Personal files.

(Sections 117 and 118 of the Forest Code.)

(*a*) Are these files maintained for all subordinates for whom the District Forest Officer is expected to maintain them ; are entries up to date and made up every half-year ? Have the entries been authenticated under the District Forest Officer's initials with date ? Are the files scrutinized by the Conservator periodically ?

(*b*) Are the instructions for maintaining files detailed in section 117 (*a*) and for communicating unfavourable remarks detailed in section 118 observed ?

XX. Register of sanctioned works.

(Form F.A. 3 and the connected monthly return Form K, Madras Budget Manual.)
(Section 127 of the Forest Code and L.Rs. 8 to 12 under Article 269 of the Madras Account Code, Volume III.)

(*a*) Are separate registers in Form F.A. 3 maintained for all works sanctioned by the Conservator and the District Forest Officer respectively and are they posted monthly ? Is an index according to budget heads put up in the first volume of Form F.A. 3 registers ?

(*b*) Do the monthly totals in the register tally with the corresponding figures in Forms F.A. IX, Madras Account Code, Volume III and Form K, Madras Budget Manual ?

(*c*) Are completion certificates received from Rangers for all works without undue delay ?

(*d*) Are completion reports for works sanctioned by Conservator submitted to him by District Forest Officer without delay ?

(*e*) Have all the more important works been check-measured and passed by District Forest Officer ?

(*f*) Have the rates for various classes of works sanctioned by the District Forest Officer been found to be reasonable ?

NOTE.—A certain number of estimates under each class of works sanctioned by the District Forest Officer will be examined for this purpose.

(*g*) Is the progress of expenditure on all sanctioned works steady and systematic ?

Questions. ***Answers.***

XXI. Form F.A. 1—*Cash-book, Madras Account Code, Volume III.*

(Chapter VI, Article 256, and the notes on Form I, Madras Account Code, Volume III.)

(*a*) Are the range monthly cash accounts of expenditure, incurred on the execution of works, checked by the District Forest Officer on the basis of the sanctioned estimates concerned, as regards materials, quantities and rates provided for therein ? Are references to measurement books invariably quoted in respect of the quantities paid for as shown in the duplicate copies of the Range cash-book in all cases where measurement books are required to be maintained ?

N.B.—For this purpose a test-audit of one of the duplicate copies of the Range cash sheets for a month should be made.

(*b*) Are all vouchers (below Rs. 25) scrutinized by the District Forest Officer before they are cancelled over his initials, and are all such cancelled vouchers, arranged monthwar and preserved for three years ?

XXII. Schedule of rates.

(Section 126 of the Forest Code and also G.O. Ms. No. 340, Development, dated 9th March 1927.)

(*a*) Is an approved schedule of rates, for each kind of forest work, maintained, correctly and up to date, as required in section 126 of the Madras Forest Code ?

(*b*) Are similar schedule of rates, showing the current selling rates of timber and agricultural implements in each Government depot, and also in forest contractors annual coupes, published under proper authority in the District Gazette ?

XXIII. Form F.A. 4—*Ledger—Madras Account Code, Volume III.*

(Articles 272 to 276 of the Madras Account Code, Volume III.)

(*a*) Is the ledger balanced initially by the District Forest Officer as soon as possible after the despatch of the monthly accounts to the Accountant-General and in any case not later than the 12th day of the month ?

(*b*) Does the District Forest Officer initial monthly every open account whether there has been a transaction or not in the register ?

(*c*) Are there any instances of advances to subordinates beyond the sanctioned limits, or to subordinates not authorized by the Conservator ?

(*d*) Are advances to contractors many or excessive ? If so, have they been satisfactorily explained and has security been taken ?

(e) Have adequate steps been taken for the recovery of long outstanding advances or those in which there has been no recovery in the month in which the advance was made ?

XXIV. Form 65—*Register of Revenue and expenditure in each unit.*

(Section 150 of the Forest Code.)

Are the postings in this register regularly made every month and are the entries authenticated by the District Forest Officer's initials with date ?

XXV. Objection statements.

(Sections 152, 157 and 161 of the Forest Code.)

1 Are these maintained in three sets ?
(*a*) Accountant-General's objection statements.
(*b*) Conservator's timber objection statements.
(*c*) District Forest Officers' Range objection statements.

Are the objections in each case promptly replied to ?

2 Are objection statements on Range Accounts issued in proper time by the District Forest Officer ?

XXVI. Register of punishments.

[Section 117 (*a*) of the Forest Code.]

(*a*) Is an indexed register of punishments maintained for all subordinates in the division in the form prescribed in section 117 (*a*) of the Forest Code ?

(*b*) Are all entries attested by the District Forest Officer ?

XXVII. Standard measurement books of buildings.

(L.R. 1 under Article 269, Madras Account Code, Volume III.)

Are the standard measurement books of buildings maintained correctly and up to date, as required in L.R. 1 under Article 269, Madras Account Code, Volume III ?

Questions. **Answers.**

XXVIII. Register of lands acquired by the Forest department—Form 44.

(Note 1 in Appendix 14 to the Forest Code and C.C.'s L. Dis. No. 7754, dated 12th December 1928.)

(*a*) Is this register properly posted ?

(*b*) Does the register also contain a record of all lands (sites for buildings and the like) outside reserved forest occupied by the Forest department ?

XXIX. Register of correspondence.

A. Personal register.

(Paragraph 20 of the District Office Manual.)

(*a*) Is a personal register maintained by each sub-clerk, and are entries of receipts and disposals of papers posted by him then and there ?

Does the register show evidence of check, every week by the head clerk, and, at reasonable intervals by the District Forest Officer ?

N.B.—For the purpose a number of files picked at random should be examined and the results noted.

(*b*) Are the "Old cases" received daily, entered in red ink under the date concerned, before their being noted in column (8) of the personal register against the appropriate current, in order to find out at a glance the number of old currents received each day by the clerk concerned ?

(*c*) Is the disposal of office work carried out promptly and methodically ? How many currents are pending disposal for over twelve, six and three months and, is a satisfactory explanation forthcoming for delays of over six months ?

B. Stamp account.

(Paragraph 25 of the District Office Manual.)

(*a*) Is it maintained and are entries in it checked daily by the Head clerk ?

(*b*) Was the stock verified during the inspection and found correct ?

C. Call book.

Is it maintained properly as per paragraph 69, section XI of the District Office Manual.

D. Register of periodicals and returns.

(Paragraph 70 of the District Office Manual.)

(*a*) Is the register maintained correctly ?

(*b*) Are the returns received and disposed of on the due dates ?

E. Indexing.

(Section XIV—Paragraphs 108 to 128 of the District Office Manual.)

Is the index register properly maintained ?

F. Arrear list.

(Paragraph 132 of the District Office Manual.)

Are the monthly arrear lists prepared and scrutinized by the District Forest Officer regularly ?

G. Reminder lists.

(Paragraph 136 of the District Office Manual.)

(*a*) Are the Conservator's monthly reminder lists promptly replied to and are any delays noticed ?

(*b*) Are monthly reminder lists issued to Range Officers, and, are replies secured promptly from them ?

XXX. Consolidated pay bills.

(*a*) Are consolidated pay bills despatched to the Accountant-General on the due date every month ? If there have been delays, is satisfactory explanation forthcoming in each case ?

(*b*) Are range pay bills received in time and are they passed and returned to Range Officers on or before the 2nd of each month ?

(*c*) Are paid rolls with the acquittances of payees returned by Range Officers with the first batch of accounts on or before the 20th of each month ? If not, what steps have been taken by the District Forest Officer to prevent delays ?

XXXI. General results of inspection.

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FORM No. 1 (Full Sheet).

Forest Department, Madras.

Register of annual yield in material of the Anamalai Block, Anamalai Range, South Coimbatore Division.

Month.	Block or compartment.	Description of forest.	Nature of cutting.	Description of trees or other produce.	Number of trees giving.	Timber.				Poles.	Firewood and charcoal.*	Bamboos.	Sandalwood.				Grazing and fodder grass.	Grass and other minor produce.	Remarks.
						Logs.		Scantlings.											
						No.	C.ft.	No.	C.ft.	No.	No. of tons, cwt., qrs., lb. or c.ft.	No.	Tons.	Cwt.	Qrs.	Lb.	Rs.	Rs.	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)
July 1906.	Anamalai Block I (Tekadi).	Evergreen ..	Selection felling ..	Teak	..	6	83	3	2·5	..	..	..	..	..	..	..	..	..	
				Mathi	2	..	55	..	..	..	..	..	..	..	..	..	..	..	
	Anamalai Block I..	Do. ..	Licence removals..	Teak spokes and felloes.	..	..	..	10 sets.	66·66	..	..	..	..	..	..	..	..	..	
				Bamboos ..	..	..	..	..	..	..	..	12,000	..	..	..	..	..	..	
				Grazing fees	..	..	..	..	..	..	..	..	..	..	..	..	75	..	
				Minor produce contract.	..	..	..	..	..	..	..	..	..	..	..	..	..	100	
			Confiscated ..	Vengai logs ..	..	2	38	..	..	..	..	..	..	..	..	..	..	..	
				Bamboos ..	..	..	..	..	..	..	..	250	..	..	..	..	..	..	
	Karianshola ..	Do. ..	Felled departmentally.	Do. ..	..	..	..	..	..	..	..	2,000	..	..	..	..	..	..	
	Ayirangal Coupe VII.	Deciduous ..	Coppice felling ..	Firewood ..	..	..	..	..	..	..	8,000 c.ft.	..	..	..	..	..	..	..	

* The maund being a variable weight should not be quoted in accounts.

Note.—If the number of trees cannot be given as happens in the case of coppice fellings, or if dry and fallen wood is cut, column (6) may be left blank and the entry made in columns (7) to (12) only.

Book [*Sections 45 and 49*

FORM No. 2.

Marking and felling register showing gross yield of timber by Government Agency.

Range.
Locality.
(i.e., Name of Working Circle and name of coupe depot).
Year.
How obtained.

Trees marked for felling.					Timber after felling.					Outturn carried to Form No. 3.				
Tree number. (1)	Species. (2)	Estimated length of saleable stem. (3)	B.H. girth over bark. (4)	Cubical contents $\left(\frac{G}{4}\right)^2 \times L.$ (5) Hoppus Vol.	Date of felling. (6)	Log number. (7)	Actual length. (8)	Midgirth under bark. (9)	Cubical contents $\left(\frac{G}{4}\right)^2 \times L.$ (10)	Date of conversion. (11)	Details. (12)	Total cubical contents. (13)	Percentage of loss by conversion. (14)	Remarks. (Here enter among others quality of tree, i.e., sound, hollow, etc). (15)
		FT.	IN.	C.FT.			FT.	IN.	C.FT.					

Instructions for posting Form No. 2.

(1) As marking proceeds in any timber coupe, daily entries will be made in columns (1), (2), (3) and (4). By making an eye estimate of the number of logs likely to be obtained from each tree the marking officer will allow for the necessary space between serial numbers when posting column (1).

(2) Immediately marking in any coupe is completed a copy of the entries in columns (1), (2), (3) and (4) will be sent to the District Forest Officer. Whenever possible, the District Forest Officer will insist on this marking list accompanying the felling estimate.

(3) As felling proceeds the log or logs from each tree will be given the same primary number as that marked on the tree, Roman letters being added to the primary number when a tree gives more than one log.

(4) Daily entries should be made in the field, in columns (7), (8) and (9) as felling proceeds.

FORM No. 3.

FOREST DEPARTMENT, MADRAS, SOUTH COIMBATORE DIVISION, ANAMALAI RANGE.

Register of receipts of timber, etc., in the Tunacadavu Forest Depot.

Depot number.	Whence received.	How obtained.	Date of receipt.	Timber and other produce.		Number or quantity.	Measurements.			Initials of measuring or check measuring officer with date.	Number and date of payment voucher.	Date of disposal.	Remarks.
				Description.	Marks.		Length.	Girth of scantling.	Cubic feet.				
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
						On hand on 1st April 1906.							
85	..	..	1906. ..	Teak log ..	AF 15A.	1	26′	42″	20	..	..	1906. 20th July	Removed to Anamalai Depot.
92	..	..	..	Do. ..	,, 17	1	25′	62″	42	..	..	18th July	Sold.
128	..	..	..	Do. ..	,, 29B.	1	19′	88″	64	..	..	19th July	Converted into scantlings.
						3			126				
1906–07. 1	Tekadi Coupe IX.	Conversion.	3 July	Teak beam ..	AF 25A.	1	26′	10″ × 8″	14	..	..		
2	Do.	Do.	Do.	Do. ..	,, 25B.	1	26′	8″ × 6″	9	..	..	22nd July	Removed to Coimbatore Depot.
3	Do.	Do.	8 July	Do. ..	,, 65A.	1	20′	12″ × 6″	10	..	..		
4	Do.	Do.	Do.	Do. ..	,, 65B.	1	20′	12″ × 6″	10	..	..		
5	Do.	Do.	Do.	Teak scantlings.	,, 65	3	10′	4″ × 3″	2·5	..	..	18th July	Used departmentally for wire rope way.
6	Do.	Logging ..	18 July	Teak log ..	,, 66A.	1	24′	46″	22	..	..	..	
7	Do.	Do. ..	Do.	Do. ..	,, 66B.	1	23′	42″	18	..	..	..	
8	..	Conversion of log No. 29-B	20 July	Teak scantlings.	..	16	10′	6″ × 4″	26·66	..	..	24th July	Sold.
9	..	Do.	Do.	Do.	..	12	8′	6″ × 4″	16·00	..	..	Do.	Do.
..	..	Do.	..	Wastage ..	..	..	..	..	21·34	..	..	10th September	Written off. Conservator's S.O. No. 242 of 31st August 1906.
						On hand from 1st April 1906.							
44	..	..	..	Matti log ..	AF 16	1	23′	49″	24	..	..	10th July	Removed to Anamalai Depot.
906–07. 1	Tekadi Coupe IX.	Conversion.	12 July	Do. ..	,, 60A.	1	18′	44″	15	..	..	16th July	Sold.
2	Do.	Do.	Do.	Do. ..	,, 60B.	1	13′ 6″	40″	9	..	..	25th July	Hollow and written off under Conservator's S.O. No. 19 of 20th July 1906.
3	Do.	Do.	22 July	Do. ..	,, 69A.	1	17′	50″	18	..	..	..	....
4	Do.	Do.	Do.	Do. ..	,, 69B.	1	12′ 6″	48″	13	..	..	..	....
..	Ayirangal Coupe VII.	Coppice felling.	10 July	Fuel	..	100 stacks.	5′	4′ × 4′	8,000	..	..	20th July and 24th July	4,000 cubic feet removed to Pollachi Depot. 4,000 cubic feet sold.
..	Karianshola.	Felled departmentally.	15 July	Bamboos, big ..	..	2,000	..	..	..	..	..	22nd July and 24th July	1,000 removed to Coimbatore Depot. 1,000 sold.
..	Anamalai ..	Confiscated in O.R. No. 6.	23 July	Vengai log ..	..	1	21′	40″	15	..	..	26th July	Sold in auction.
..	Block I ..	Do.	Do.	Do. ..	..	1	20′	52″	23	..	..		

FORM No. 4.

FOREST DEPARTMENT, MADRAS, SOUTH COIMBATORE DIVISION, ANAMALAI RANGE.

Register of disposals of timber from the Tunacadavu Forest Depot.

Number of bill or pass. (1)	Date. (2)	How disposed of. (3)	Description of produce. (4)	Depot number of logs, etc. (5)	Marks. (6)	Number or quantity. (7)	Measurements. Length. (8)	Measurements. Girth of scantling. (9)	Measurements. Cubic feet. (10)	Initials of measuring and paying officer. (11)	Number and date of payment voucher. (12)	Selling rate. At (13)	Selling rate. Per (14)	Amount. (15)	Remarks. (16)
												RS. A. P.		RS. A. P.	
Invoice No. 25 ..	1906. 10th July	Removed to Anamalai Depot.	Matti ..	44	AF 16 ..	1	23′	49″	24	..	..	..	..	..	
Receipt No. 15 ..	16th July	Sold	Do. ..	1	„ 60 A ..	1	18′	44″	15	..	..	0 8 0	C. ft.	7 8 0	
„ No. 16 ..	18th July	Do, ...	Teak ..	92	„ 17 ..	1	25′	62″	42	..	..	1 8 0	„	63 0 0	
..	Do.	Used departmentally ..	Teak scantlings.	5	„ 65 ..	3	10′	4″ × 3″	2·5	..	..	..	..	..	
..	19th July	Converted into scantlings ..	Teak log ..	128	„ 29B ..	1	19′	88″	64	..	..	..	..	..	
Invoice No. 26 ..	20th July	Removed to Anamalai Depot.	Do. ..	85	„ 15A ..	1	26′	42″	20	..	..	..	..	..	
„ No. 27 ..	Do.	Removed to Pollachi Depot.	Fuel stacks 5′ × 4′ × 4′.	..	..	50 stacks ..	5′	4′ × 4′	4,000	..	..	..	..	..	
„ No. 28 ..	22nd July	Removed to Coimbatore Depot.	Teak beam.	1	AF 25A ..	1	26′	10″ × 8″	14	..	..	..	..	..	
			Do.	2	„ 25B ..	1	26′	8″ × 6″	9	..	..	..	..	.	
			Do.	3	„ 65A ..	1	20′	12″ × 6″	10	..	..	..	..	..	
			Do.	4	„ 65B ..	1	20′	12″ × 6″	10	..	..	..	..	..	
„ No. 29 ..	Do.	Do.	Bamboos, bigs.	..	..	1,000	..	..	..	..	..	..	..	..	
Bill No. 8 ..	24th July	Sold	Teak scantlings.	8	..	16	10′	6″ × 4″	26·66	..	..	2 4 0	C. ft.	60 0 0	
Do. ..	Do.	Do.	Do.	9	..	12	8′	6″ × 4″	16·0	..	..	2 4 0	„	36 0 0	
Receipt No. 17 ..	Do.	Do.	Fuel stacks.	..	..	50	5′	4′ × 4′	4,000	..	..	1 8 0	Stack.	75 0 0	
„ No. 18 ..	Do.	Do.	Bamboos ..	..	..	,000	..	..	..	..	..	3 0 0	100	30 0 0	
..	25th July	Written off the accounts ..	Matti log ..	2	AF 60B ..	1	13′ 6″	40″	9	..	..	..		..	
..	26th July	Sold ..	Vengai log.	..	..	1	21′	40″	15	..	..	Highest bidder.		25 0 0	
			Do.	..	..	1	20′	52″	23	..	..				

* As per Conservator's S.O. No. 19, dated 20th July 1906.

NOTE.—When a new depot number is given, the old one on the log should be cancelled but the tree number and letter should be carefully preserved.

Monthly Return.
Account.

FORM No. 5.

[*Sections* 45, 49, 51, 52, 53, 59, 149.

FOREST DEPARTMENT, MADRAS, SOUTH COIMBATORE DIVISION, ANAMALAI RANGE.

Receipts and issues of timber and other produce in depots during the month of July 1906.

Serial number.	Name of depot.	Description of timber and other produce.	On hand, 1st July 1906.		Received during the month.			Total.		Disposed of during the month.			Balance on 31st July 1906.		Remarks.
			Number or quantity.	Cubic feet or other unit.	Whence received.	Number or quantity.	Cubic feet or other unit.	Number or quantity.	Cubic feet or other unit.	How disposed of.	Number or quantity.	Cubic feet or other unit.	Number or quantity.	Cubic feet or other unit.	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)
1	Tunacadavu Forest.	Teak logs ..	3	126	Tekadi coupe IX ..	2	40	5	166	Removed to Anamalai Depot.	1	20	:	40	
2										Sold ..	1	42			
3										Converted into scantlings.	1	64			
4		,, beams ..	..	..	Do. ..	4	43	4	43	Removed to Coimbatore Depot.	4	43	..	..	
5		,, scantlings ..	..	..	By conversion of 1 log of 64 c.ft. ..	28	42·66	28	42·66	Sold	28	42·66	..	..	
6		,, wastage ..	..	..	Do.	..	21·34	..	21·34	....	..	..	..	21·34	
7		,, scantlings ..	..	..	Tekadi coupe IX ..	3	2·5	3	2·5	Used departmentally.	3	2·5	..	..	
8		Matti logs ..	1	24	Do.	4	55	5	79	Removed to Anamalai Depot.	1	24	2	31	*Conservator's S.O. No. 19, dated 20th July 1906.
9										Sold	1	15			
10										Hollow and written off.	*1	9			
11		Fuel stacks, 5′ × 4′ × 4′.	..	..	Felled in coupe VII Ayirangal.	100	8,000	100	8,000	Removed to Pollachi,	50	4,000	..	..	
12										Sold	50	4,000			
13		Bamboos, big ..	..	..	Felled in Kariyan-shola.	2,000	..	2,000	..	Removed to Coimbatore Depot.	1,000	..	..	..	
14										Sold ..	1,000	..			
15		Vengai logs ..	..	..	Confiscated	2	38	2	38	Auctioned ..	2	38	..	..	

Dated the 19 .

Range Officer, Anamalai Range.

Register
Monthly Return.

FORM No. 6.

[*Sections* 51, 52, 53, 58, 59, 134 and 149

FOREST DEPARTMENT, MADRAS, SOUTH COIMBATORE DIVISION, ANAMALAI RANGE.

Sales during the month of July 1906 *of timber and other produce cut and collected by Government Agency.*

Place of sale.	Serial number in Form 5.	Description of timber and other produce.	Number or quantity.	Cubic feet or other unit.	Rate.	Total amount of sale.	Amount actually paid.	Balance.	Total realized under Budget sub-head.		Number of logs and pieces removed.	Number sold but remaining un-removed.	Remarks
									Amount.	Detailed account head.			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
					RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.				
Tunacadavu Forest depot.	2	Teak log ..	1	42	1 8 0	63 0 0	63 0 0	..	63 0 0	Timber.	All.	Nil.	
	5	,, scantlings.	28	42·66	2 4 0	96 0 0	..	96 0 0	..	..			
	9	Mathi log ..	1	15	0 8 0	7 8 0	7 8 0	..	7 8 0	Timber.			
	12	Fuel stacks ..	50	4,000	1 8 0	75 0 0	75 0 0	..	75 0 0	Fuel.			
	14	Bamboos ..	1,000	..	3 0 0 per 100	30 0 0	30 0 0	..	30 0 0	Bamboos.			
	15	Vengai logs ..	2	38	Auctioned.	25 0 0	25 0 0	..	25 0 0	Confiscated produce.			
					Total ..	296 8 0	200 8 0	96 0 0	Abstract of amount realized.				
Add outstanding from previous months as per Form No. 9. ..						150 0 0	150 0 0	..					
					Total ..	446 8 0	350 8 0		a. Timber.	220 8 0			
									a. F.W.	75 0 0			
Deduct—amount realized during the month ..						350 8 0			a. Bamboos.	30 0 0			
									c. Confiscated produce.	25 0 0			
					Balance ..	96 0 0			Total ..	350 8 0			

Dated

Range Officer, Anamalai Range.

[*Sections 66 and 72.*

FORM No. 7.

DRYAGE STATEMENT.

Statement showing dryage in section A of Coimbatore Depot of Bolampatty Range, South Coimbatore Division, between 26th June 1906 *and 25th July* 1906.

Depot section and produce.	Period of receipts		Balance brought over from previous section.		Receipts.		Total.		Period of sales.		Sales.		Book balance.		Actual balance.		Deficit.		Cost of collection for the deficit.			Value of deficit.			Per centage of column (12) to column (6).	Remarks.
	From	To							From	To																
(1)	(2)	(3)	(4)		(5)		(6)		(7)	(8)	(9)		(10)		(11)		(12)		(13)			(14)			(15)	(16)
	1906.	1906.	TONS.	LB.	TONS.	LB.	TONS.		1906.	1906.	TONS.	LB.	TONS.	LB.	TONS.	LB.	TONS.	LB.	RS.	A.	P.	RS.	A.	P.		
Stack No. 2. Billet.	5 May.	6 May.	..	1,120	8	1,120	9	..	11 July.	14 July.	8	840	..	1,400	..	..	..	1,400	3	2	0	3	14	6	7·0	
„ No. 3. Billet.	10 June.	12 June.	..	..	7	560	7	560	15 July.	17 July.	7	..	..	560	..	..	..	560	1	4	0	1	9	0	3·4	
„ No. 4. Faggot.	12 June.	14 June.	..	..	6	1,680	6	1,680	18 July.	20 July.	6	560	..	1,120	..	420	..	700	1	4	10	2	5	6	4·6	
„ No. 5. Billet.	29 June.	30 June.	..	..	10	1,260	10	1,260	21 July.	24 July.	10	..	..	1,260	..	700	..	560	1	4	0	1	9	0	2·4	

Dated 19 .

Range Officer, Bolampatty Range.

Monthly Return]

FORM No. 8.

[*Sections* 34, 45, 57, 58, 59, 134 and 149.

FOREST DEPARTMENT, MADRAS, SOUTH COIMBATORE DIVISION, ANAMALAI RANGE.

Revenue from timber and other produce cut, collected and removed from the forests by consumers or purchasers including pasture during the month of July 1906.

Forest Range.	Locality.	Produce removed.		Rate.	Amount of revenue.	Amount actually collected during the month.	Balance.	Total realized under each budget, sub-head.		Remarks.
		Description.	Number or quantity.					Amount.	Sub-head.	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
				RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.		
Anamalai	Kuchimalai block	Teak spokes and felloes.	10 sets ..	12 8 0 per set.	125 0 0	125 0 0	..	125 0 0	Timber.	
	Anamalai Reserve	Bamboos, plain.	120 C.L.	1 4 0	150 0 0	150 0 0	..	150 0 0	Bamboos.	
	Do.	Grazing fees on 400 cows.	..	0 3 0	75 0 0	75 0 0	..	75 0 0	Grazing and fodder grass.	
	Whole range	Right to collect minor produce.	..	..	400 0 0	100 0 0	300 0 0	100 0 0	Other minor produce.	Rs. 350 realized in the previous year.
	Sethumadai	Bamboos ..	250 ..	Auctioned.	7 12 0	7 12 0	..	7 12 0	Confiscated produce.	
			Total ..	..	757 12 0	457 12 0	300 0 0	457 12 0		

	Amount of revenue.	Amount actually collected during the month.	Balance.
Add outstandings due from previous month as per Form No. 9 ..	475 0 0	130 0 0	345 0 0
Total ..	1,232 12 0	587 12 0	
Deduct—amount realized during the month	587 12 0		
Balance outstandings on 31st July 1906 as per Form No. 9 ..	645 0 0		

Abstracts of amount realized.

	RS. A. P.
b. Timber ..	125 0 0
b. Bamboos ..	230 0 0
b. Grazing and fodder grass.	75 0 0
b. Other minor produce.	150 0 0
c. Confiscated produce.	7 12 0
Total ..	587 12 0

A. Nagar
Range Officer, Anamalai Range.

Dated 19 .

NOTE.—(1) In the return required to be sent in this form to the Conservator by the District Forest Officer, under section 149, it is sufficient if the totals for each range under each description of produce alone are exhibited therein. Details by units need not be given.

(2) In the return required to be submitted in the form to the Conservator by the District Forest Officer under section 149, the estimated quantity of the produce or the amount realized during the previous year should be furnished, where the right of collecting produce is leased out or sold by ranges, taluks or other territorial divisions.

Monthly Return.] [*Sections* 58, 59 *and* 149

FORM No. 9.

FOREST DEPARTMENT, MADRAS, SOUTH COIMBATORE DIVISION, ANAMALAI RANGE.

Outstanding on account of revenue for the month of July 1906.

Name.	Particulars.	Outstanding on the 1st July 1906.	Recoveries during the month.		Current revenue not collected during the month and balance still due on the 31st July 1906.	Budget sub-head.	Date from which each item is outstanding.	Remarks.
			Number of item in cash book.	Amount.				
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
		RS. A. P.		RS. A. P.	RS. A. P.			
Madras Railway Company.	Value of teak logs ..	120 0 0	5	120 0 0	..	Timber.		
Ramaswami Pillai ..	Value of matti logs ..	30 0 0	6	30 0 0	..	"		
Public Works Department.	Value of teak scantlings.	..	..	..	96 0 0	"	24th July 1906.	Bill sent. Adjustment awaited.
Subbaraya Chetti ..	Right to fell and remove bamboos in coupe 7.	320 0 0	9	80 0 0	240 0 0	Bamboos.	15th June 1906.	Balance due on 15th August 1906.
Mr. Wright	Right to collect lemon grass.	155 0 0	10	50 0 0	105 0 0	Other minor produce.	15th May 1906.	Balance due in two instalments on 15th August 1906 and 15th September 1906.
Sambasiva Ayyar ..	Right to collect minor produce.	..	..	..	300 0 0	"	10th July 1906.	Due on 10th August 1906.
	Total ..	625 0 0	..	280 0 0	741 0 0			

NOTE.—All outstandings over six months in arrears must be entered in red ink.

Dated 19 . *Range Officer, Anamalai Range.*

[*Section* 58.

FORM No. 10.

PART I.

Register showing the grant of leases in reserved forests and reserved lands.

Serial number.	Persons to whom leases have been granted and their nationality, if they are not British subjects.	Residence of lessees.	Nature of property leased.	Name of the village in which the leased property is situated.	Name of reserved forest or reserved land in which the leased property is situated.	Field number.	Extent		Period during which the lease will hold good.	Amount of assessment.	Amount collected.	Date of collection.	Remarks.
							Acres.	Cents.					
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)

PART II.

Register showing the grant of leases in unreserved lands.

Serial number.	Persons to whom leases have been granted and their nationality, if they are not British subjects.	Residence of lessees.	Nature of property leased.	Name of the village in which the leased property is situated.	Name of the unreserved land in which the leased property is situated.	Field number.	Extent		Period during which the lease will hold good.	Amount of assessment.	Amount collected.	Date of collection.	Remarks.
							Acres.	Cents.					
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)

[*Sections* 45 *and* 60.

FORM No. 11.

FOREST DEPARTMENT, MADRAS, CIRCLE, DIVISION.

Register/*Abstract* *showing free grants of timber and other forest produce made during* 19 –19 .

By whom sanctioned.	Locality (reserved forests or reserved lands or unreserves worked by the department).	Number of grantees.	Purpose for which granted.	Produce granted.				Total value.	Remarks.
				Timber.		Other produce.			
				Description and volume in cubic feet.	Value.	Description and quantity.	Value.		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
					RS.		RS.	RS.	

FORM No. 12.

FOREST DEPARTMENT, MADRAS, SOUTH COIMBATORE DIVISION.

Register of receipts and disposals of stores, tools and plant for the financial year 19 -19 .

Serial number.	Description of article or articles.	Receipts.					Disposals.				Balance.		Remarks.
		Date of receipt.	Whence received.	Number or quantity.	Value		Date of disposal.	How disposed of.	Number or quantity.	Value.	Number or quantity.	Value.	
					Rate.	Total.							
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
	Surveying and other instruments.				RS.	RS.				RS.		RS.	
1	Mathematical instruments box.	1st April 1905.	From the Superintendent of Stationery.	1	45	45	..	..	..	..	..	45	
	Tools.												
2	Mammaties ..	1st June 1904.	Local purchase.	15	1	15	23rd July 1906.	Written off the accounts as worn out.	3	3	12	12	D.F.O.'s S.O. No. 1095, dated 23rd July 1906.
3	Pickaxes ..	Do.	Do.	25	2	50	9th April 1906.	Lost and written off.	1	2	24	48	D.F.O.'s S.O. No. 743, dated 9th April 1906.
	Tents.												
1	Assistant Conservator's Swiss Cottage tent (10′ × 10′).	1st April 1901.	Vellore Jail.	1	190	190	8th September 1906.	Transferred to North Coimbatore.	1	190	..	..	
2	Assistant Conservator's servants' tent (10′ × 10′).	Do.	Do.	1	55	55	Do.	Do.	1	55	..	..	

NOTE.—Issues to Range Officers should be entered in red ink in columns (9) to (11).

Book] FORM No. 13. [*Section* 61.

FOREST DEPARTMENT, MADRAS, SOUTH COIMBATORE DIVISION.

Register of stores, tools and plant issued to or returned by the Range Officer, Anamalai Range.

Serial number. (1)	Serial number in District Register (Form No. 12). (2)	Date of issue or sanction for disposal. (3)	Description of article. (4)	Number or quantity. (5)	Value. (6)	Date of receipt of Ranger's acknowledgment. (7)	Remarks. (8)
					RS. A. P.		
1	2	10th June 1904.	Mammaties.	15	15 0 0	C. No. 243, dated 5th July 1904.	
2	3	Do.	Pickaxes ..	10	20 0 0	Do.	Three pickaxes returned to the District Forest office on 1st December 1906.

Book] FORM No. 14. [*Section* 64.

FOREST DEPARTMENT—MADRAS PRESIDENCY.

Register of Receipts and Disposals of Livestock in the $\frac{\textit{Division}}{\textit{Range}}$ *for the financial year* 19 –19 .

Serial number. (1)	Date of acquisition. (2)	How obtained. (3)	Name or identifying numbers of animals (bullocks and buffaloes to be shown in pairs). (4)	Sex, in the case of elephants. (5)	Age at the commencement of the year. (6)	Height with date of measurement in the case of elephants. (7)		Estimated value at commencement of the year. (8)	Sanctioned daily scale of rations. (9)	Working capacity as fixed at commencement of the year expressed in ton-miles. (10)	Expenditure on maintenance during the year including cost of attendance to be posted from quarterly return in Form No. 15). (11)	How disposed of quoting authority with date of disposal. (12)	Value realized, if sold. (13)	Remarks. (14)
						Height.	Date.							

District Forest Officer
Range Officer

FORM No. 15.

(To be submitted by the District Forest Officer to the Conservator.)

Return of elephants for the quarter ending Nilambur Division.

Serial number and names of elephants. (1)	Number of days in the quarter. (2)	Number of days worked. Dragging. (3)	Number of days worked. Other works. (4)	Number of days off work including Sundays. (5)	Reasons for being off work. (6)	Cost of feed and upkeep. (7) RS.	A.	P.	Station on last day. (8)	Condition. (9)
					PART I.					
1 Frank	85	9	27	49	Hot weather rest 35 ; diarrhœa 14.	191	7	8	Pulimunda.	Good.
2 Donald	85	41	5	39	Hot weather rest 39 ; diarrhœa 14.	177	12	10	Do.	Do.
3 Narayana ..	85	10	37	38	Hot weather rest 32 ; diarrhœa 6.	182	11	2	Do.	Very fair.
4 Padmini	85	19	8	58	Hot weather rest and calf at heel 47 ; sorefoot 11.	175	11	6	Do.	Fair.
5 Kitty	85	22	15	48	Hot weather rest and calf at heel 44 ; indigestion 4.	201	7	8	Do.	Good.
6 Togo	85	8	25	52	Hot weather rest 40 ; diarrhœa 12.	177	11	1	Edacode ..	Do.
7 Moolabakshi ..	85	4	44	37	Hot weather rest 31 ; limping 6.	181	6	2	Do. ..	Fair.
8 Subbadra ..	85	23	11	51	Hot weather rest 42 ; diarrhœa 9.	158	2	4	Do. ..	Good.
9 Kuroki	85	18	39	28	Hot weather rest 25 ; diarrhœa 3.	186	10	2	Do. ..	Do.
10 Little Willy ..	85	38	8	39	Hot weather rest 39	203	6	3	Do. ..	Do.
11 Karim (calf) ..	..	..	..	..	....	50	0	0	Do. ..	Fair.
Total ..	850	192	219	439	Hot weather rest 374 ; sickness 65.	1,886	6	10		

Abstract statement of work done by the elephants during the quarter.

Serial number and description of work. (1)	Number of days worked. (2)	Locality. (3)	Quantity of timber dragged. (4) C. FT.	Average cost of dragging per cubic foot. (5) RS. A. P.	Remarks. (6)
		PART II.			
1 Dragging the thinnings to riverside depot.	38	Edacode 1896 plantation	2,308	0 0 9	Total number of working units 411. Cost of working units excluding calves, Rs. 1,836–6–10. Therefore cost of 1 working unit is Rs. 1,836–6–10 ÷ 411 = Rs. 4–7–6. Cost of miscellaneous work done by 219 units, Rs. 4–7–6 × 219 = Rs. 978–10–6.
2 Dragging logs felled in compartment 86, Edacode.	92	Edacode compartment 86	8,136		
3 Dragging in Pulimunda 1937 C.F. area.	62	Pulimunda C.F. area	7,028		
		Total ..	17,472		

4 Turning logs for dressing	43	Pulimunda C.F. area	Cost of dragging 17,472 c.ft. of timber, Rs. 857–12–4. Therefore 1 c.ft. Rs. 857–12–4/17,472=9 pies.
5 Hoisting logs for sawing	36	Do.	
6 Transporting rations to elephant camp ..	25	Nilambur to Edacode	
7 Assistance in heaping and turning ..	70	Nellikutha 1936 F. area	
8 Arranging logs in depots	10	Edacode compartment 86	
9 Transporting—District Forest Officer's samans.	6	Nilambur to Edacode	
10 In transit	29	March from Nedungayam to Nellikutha and from Edacode to Pulimunda.	
Total ..	411		

NILAMBUR,

Dated

District Forest Officer, Nilambur.

(Return to be submitted by the Range Officer to the District Forest Officer.)

Record of cost of feed and keep of elephants in Amarampalam Range, Nilambur Division, during the quarter ending

QUARTERLY RETURN.

(*Monthly not necessary.*)

Particulars.	Gram.		Rice.		Ragi.		Salt.	
	Quantity.	Amount.	Quantity.	Amount.	Quantity.	Amount.	Quantity.	Amount.
	LB.	RS. A. P.	LB.	RS. A. P.	LB.	RS. A. P.	LB.	RS. A. P.
Opening balance	400	40 0 0	200	25 0 0	300	15 0 0	25	1 9 0
Purchased during the quarter	3,200	320 0 0	1,600	200 0 0	2,400	120 0 0	150	9 6 0
Total ..	3,600	360 0 0	1,800	225 0 0	2,700	135 0 0	175	10 15 0

Particulars.	Coconuts.		Other expenses.	Cost of attendance.	Total.	Station on last day.	Condition.
	Quantity.	Amount.					
	LB.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.		
Opening balance	30	1 14 0	..	..	..	..	..
Purchased during the quarter	100	6 4 0	..	..	..	..	..
Total ..	130	8 2 0	..	..	..		

Issues and expenditure during quarter—

Particulars.	Gram.				Rice.				Ragi.				Salt.				Coconuts.				Other expenses.			Cost of attendance.			Total.			Station on last day.	Condition.
	Quantity.	Amount.			Quantity.	Amount.			Quantity.	Amount.			Quantity.	Amount.			Quantity.	Amount.													
	LB.	RS.	A.	P.	LB.	RS.	A.	P.	LB.	RS.	A.	P.	LB.	RS.	A.	P.	LB.	RS.	A.	P.	RS.	A.	P.	RS.	A.	P.	RS.	A.	P.		
1 Frank ..	540	54	0	0	270	33	12	0	400	20	0	0	20	1	4	0	20	1	4	0	5	4	0	60	0	0	175	8	0	Pulimunda.	Good.
2 Donald ..	540	54	0	0	270	33	12	0	400	20	0	0	20	1	4	0	20	1	4	0	5	4	0	60	0	0	175	8	0	Do.	Fair.
3 Narayana ..	520	52	0	0	260	32	8	0	350	17	8	0	18	1	2	0	18	1	2	0	..			51	0	0	155	4	0	Do.	Good.
4 Padmini ..	520	52	0	0	260	32	8	0	350	17	8	0	18	1	2	0	18	1	2	0	3	2	0	51	0	0	158	6	0	Do.	Do.
5 Kitty ..	200	20	0	0	100	12	8	0	150	7	8	0	10	0	10	0	10	0	10	0	4	0	0	36	0	0	81	4	0	Do.	Fair.
Total expenditure.	2,320	232	0	0	1,160	145	0	0	1,650	82	8	0	86	5	6	0	86	5	6	0	17	10	0	258	0	0	745	14	0		
Balance at end of quarter.	1,280	128	0	0	640	80	0	0	1,050	52	8	0	89	5	9	0	44	2	12	0	..			..			..				

KURALAI,
Dated

Range Officer, Amarampalam Range.

WEEKLY RETURNS.

PART I.—*Elephant work roll for week ending*

Serial number and names of elephants.	Days of work.							Total number of days worked.		Description of works.	Days off work.	Reasons for being off work.
	Sunday.	Monday.	Tuesday.	Wednesday.	Thursday.	Friday.	Saturday.	Dragging	Other works.			
1 Frank	O	X	X	X	X	X	X	6	..	Dragging in Pulimunda 1935 C.F. area.	1	Sunday.
2 Donald	O	O	X	X	X	X	X	3	2	Dragging and turning over logs for dressing and measuring.	2	Diarrhœa.
3 Narayana	O	X	X	X	X	X	X	3	3	Do.	1	Sunday.
4 Padmini	O	X	X	X	O	X	X	2	3	Dragging and hoisting logs for sleeper conversion.	2	Diarrhœa 1. Sunday rest 1.
5 Kitty	O	X	X	/	/	/	/	2	2	Dragging and pulling down leanings in 1901 plantation.	3	Sunday 1 (Confinement rest half a day).

PART II.—*Abstract statement of work done by the elephants during the week.*

Serial number and description of work.	Number of days worked.	Locality.	Quantity of timber dragged.
1 Dragging to intermediate depot	14	Pulimunda 1935 C.F. area	60 logs of 1,891 cubic feet.
2 Dragging to sawing depot	2	Do.	5 logs of 192 cubic feet.
3 Turning over logs for dressing and measuring	5	Do.	....
4 Hoisting logs for sleeper conversion	3	Pulimunda 1935 Sawing depot	....
5 Pulling down leanings	2	Plantation 1901	....

KARULAI,
Dated

Range Officer, Amarampalam Range.

FORM No. 16.

[Section 89.]

Circle. Register of Forest Offences in the Division for 19 –19 . Range.

Serial number. Date of offence.	Date of receipt.	Nature of offence.	Number of accused.	Whether there are seizures.	Date and effect of disposal by District Forest Officer	Date of service of G notice.	Date of sending the case to Court. Calendar case number.	Collection of C fees Dr. item No. Date	Magistrate's order and date.	Date of release of seizures. Dr. item No. and date, if sold.	Remarks (closure with date).
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)

FORM No. 17.

[Section 89.]

FOREST DEPARTMENT, MADRAS.

Register of Forest Offences in the Range, Division, for 19 –19 .

(1)	Serial number.
(2)	Date of occurrence of offence.
(3)	Locality—Name of Reserved Forest, beat and local name.
(4)	By whom reported, number and date of report in Form H.
(5)	Description, quantity and value of property seized and to whom entrusted / locality where stored or number and kind of cattle impounded with date of entrustment or impounding.
(6)	Date of receipt of report by Range Officer.
(7)	Date of submission of A Form to District Forest Officer and Magistrate, and Range Offence Report number.
(8)	Nature of offence—Rule or section infringed.
(9)	Name of accused, parentage and village.
(10)	Date of receipt of Form C by Range Officer.
(11)	Nature of District Forest Officer's orders and date of such orders.
(12)	Date of service of G Notice.
(13)	Number and date of receipt in C.F. No. 140 and debtor item of cash book for recovery of compounding fees and from whom.
(14)	Number and date of calendar case with abstract of Magistrate's judgment with orders on seizures, if any, and the date of such orders.
(15)	Details of credit of compensation awarded to the department.
(16)	Disposal of seizures. Whether released or confiscated to Government and sold or brought to stock in Form No. 3 or other Government stock and the dates on which released or sold.
(17)	Disposal of seizures. If released, number and date of receipt filed, if confiscated and sold, amount realized and number and date of debtor item of cash book or if brought to stock in Form No. 3 the item numbers in each register.
(18)	Details of rewards granted, if any, with voucher number and date.
(19)	Details of prosecution fees collected, if any.
(20)	Remarks (whether enquired into personally by District Forest Officer or Range Officer).

11/12 12/13 10/13

Pr 12/13

[*Section* 98.]

FORM No. 18 (HALF SHEET).

FOREST DEPARTMENT, MADRAS.

Report of transfer of charge of the *Division.*

CASH
TIMBER AND FOREST PRODUCE

Dated
The 19 .

I CERTIFY that I received charge of the from on the noon of this day of 19 .

I received * the sum of Rupees , the cash balance as shown by the Cash book on this date.

1. I have examined all the office books and found them posted up to date.

2 . I have received the needful vouchers belonging to the accounts of the current month and have made myself acquainted with all outstandings and liabilities on account of the department.

12/13

3. I have examined the live and dead stock as well as the Forest note-book, the books, maps, permits, office records including permit registers from (date) to and office furniture at headquarters; and have examined the depot registers, which I found posted up to date.

10/11

4. I have received one Cheque book No. unused as well as Cheque book No. containing Cheques Nos. to . The counterfoils of the remaining cheques are correctly filled up.

5. I have also received a list of Demarcated Reserves and Plantations, and of Forest rest-houses and other buildings, also a statement of the roads and bridges in charge of the department.

Countersigned.

Relieved Officer. *Relieving Officer.*

9/10

* See Chap. III, Section C, of the Madras Forest Department Code.

FORM No. 19.

[*Section* 102.]

(To be printed in diglott.)

FOREST DEPARTMENT, MADRAS.

Report of transfer of charge of *beat in* *Range, dated the* 19 .

I CERTIFY that I received charge of beat consisting of from on the noon of this day of 19 .

2. I received the sum of Rs.

3. I have received Government property as per list hereto attached and found all the articles in good order except (here specify any articles missing, broken or damaged).

4. I have received the crime register, diary register, report register, takid files, forest sheet files, and cash books, if any, and other records and $\frac{\text{found}}{\text{did not find}}$ them posted up to date.

Imp

5. I specially certify that I found the state of each of the reserves mentioned below in regard to illicit fellings, goat-grazing and other offences as noted against each and that I will be responsible for all other signs of such offence not here mentioned found out in the future.

Name of reserve.	Illicit fellings.	Goat-grazing signs whether many, few or none.	Other offences to be mentioned in detail.

6. I certify that I have perambulated the boundaries of the blocks in my charge and found the condition of the lines and demarcation marks as noted below :—

(Here give the condition of each mile of line, state the number of demarcation marks and give full particulars regarding those which are out of repair.)

Signature of relieved Guard. *Signature of relieving Guard.*

NOTE.—(1) Paragraph 2 should be filled up only when the relieved guard has had cash entrusted to him for works. No revenue should be found in the hands of a guard.

(2) Paragraphs 5 and 6 should be filled in all cases after joint inspection of the forests by the relieving and relieved guards, but if the relieving guard has to take charge suddenly and it is not possible to obtain the presence of the relieved guard (e.g., in the case of death, suspension. etc.), he may submit these paragraphs within such time as the District Forest Officer prescribes.

FORM No. 20.

[*Section* 102.]

FOREST DEPARTMENT, MADRAS.

Report of transfer of charge of *timber and fuel depot Range, dated the* 19 .

I certify that I received charge of the depot on the noon of this day of 19 .

I have examined Forms Nos. 3 and 4 and the cash book with vouchers for the current month and found them posted up to date.

I have verified the stock of timber, bamboos, firewood and charcoal except as shown in the list attached and found it to tally with the balance shown in form No. 3.

I have received Government property and records as shown in the list hereto attached and found all the articles in good order except as noted on the list.

I have examined the depot buildings, boundary walls and fences, gates, etc., and found them $\frac{\text{in good order}}{\text{in need of repairs as noted below}}$.

I have received Rs. being the balance shown in the cash book on this date.

I have received the following general receipt books and face value receipts.

Reg. of receipts
" " disp.
" Cash receipts
invoices

Signature of relieved Officer. *Signature of relieving Officer.*

Annual Return.] [*Section* 105.]

FORM No. 21.

FOREST DEPARTMENT, MADRAS, DIVISION.

Area of reserved forests and reserved lands during 19 –19 .

Divisions.	Area of reserved forests.								Area of reserved lands.						Total area of reserved forests and reserved lands in square miles.	Remarks.
	Area on 1st April.		Added during the year.	Excluded during the year.	Area on 31st March.				Area on 1st April.		Added during the year.	Excluded during the year.	Area on 31st March.			
						Equivalent in square miles.										
	Acres.	Equivalent in square miles.	Acres.	Acres.	Acres.	Class I or departmental forests.	Class III or ryots forests.	Total.	Acres.	Equivalent in square miles.	Acres.	Acres.	Acres.	Equivalent in square miles.		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)

District Forest Officer,
Division.

Annual Return.] [*Section* 105.]

FORM No. 22.

FOREST DEPARTMENT, MADRAS, DIVISION.

Progress made in forest settlements during 19 –19 .

Forest division.	Name of forest.	Area in sqaure miles.			Cost during year.		Entire cost per square mile of areas finally settled.	Government notification of settlement.	
		Finally settled during year.	In hand at commencement of year.	Taken in hand during year.	In forest accounts.	In other accounts.		Number.	Date.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

District Forest Officer,
Division.

Dated 19

Annual Return] [*Section* 105.]

FORM No. 23.

FOREST DEPARTMENT, MADRAS, DIVISION.

Record of Demarcation and Maintenance of Boundaries.

Division. (1)	Length of boundaries artificially demarcated during the year. (2)	Length of previously existing boundaries repaired. (3)	Length of previously existing boundaries not repaired. (4)	Total length of artificially marked boundaries at the close of the year. (5)	Length of boundaries still to be demarcated at close of the year. (6)	Length of natural boundaries not requiring artificial marks. (7)	Total length of boundaries at the close of the year. (8)	Expenditure on demarcation during the year. On new work. (9)	Expenditure on demarcation during the year. On repairs. (10)	Remarks. (11)
	MILES.	MILES.	MILES.	MILES.	MILES.	MILES.	MILES.	RS.	RS.	

N.B.—Forest boundaries include, besides the outer perimeter, the limits of enclosures of private or other lands within the forest. The limits of subdivisions such as blocks, compartments, coupes. should be shown separately from forest boundaries. The lengths of boundaries of forests finally notified should alone be shown in this return.

District Forest Officer,
Division.

Dated 19 .

Annual Return] [*Section* 105.]

FORM No. 24.

FOREST DEPARTMENT, MADRAS, DIVISION.

Progress made in Working Plans during 19 –19 .

Division. (1)	Areas for which working plans have been completed and approved. At commencement of year. (2)	Areas for which working plans have been completed and approved. During year. (3)	Areas for which working plans are being compiled or have been compiled but not sanctioned. At commencement of year. (4)	Areas for which working plans are being compiled or have been compiled but not sanctioned. During year. (5)	Areas for which working plans have still to be taken in hand. (6)	Total forest area as in Form No. 21. (7)	Remarks. (8)
	SQ. MLS.	SQ. MLS.	SQ. MLS.	SQ. MLS.	SQ. MLS.	SQ. MLS.	

NOTE.—The figures in column (6) should be the difference of those in column (7) and the total of the figures in columns (2), (3), (4) and (5).

District Forest Officer,
Division.

Annual Return] [*Section* 105.]

FORM No. 25.

FOREST DEPARTMENT, MADRAS, DIVISION.

Communications and Buildings during 19 –19 .

Description of work. (1)	Name of division. (2)	At the commencement of the year. Number. (3)	At the commencement of the year. Length. (4)	At the commencement of the year. Capital cost. (5)	Additions and exclusions during the year. Number. (6)	Additions and exclusions during the year. Length. (7)	Additions and exclusions during the year. Capital cost. (8)	At the close of the year. Number. (9)	At the close of the year. Length. (10)	At the close of the year. Capital cost. (11)	Repairs during the year. Number. (12)	Repairs during the year. Length. (13)	Repairs during the year. Capital cost. (14)	Remarks. (15)
			M. F.	RS.		M. F.	RS.		M. F.	RS.		M. F.	RS.	

Dated 19

District Forest Officer,
Division.

Annual Return]

FORM No. 26 (FULL SHEET).

[*Sections* 89 *and* 105.]

FOREST DEPARTMENT, MADRAS, DIVISION.

Return of breaches of forest rules during 19 –19 .

Division.	Cases pending from 19 –19 .	New cases of the year.					Total cases.	Disposed of during the year.						Cases pending at the close of the year.
		Injury to forest by fire.	Unauthorized felling.	Unauthorized grazing.	Other offences.	Total new cases of the year.		Convictions.		Acquittals.		Total.		
								Cases.	Persons.	Cases.	Persons.	Cases.	Persons.	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)

District Forest Officer,
Division.

Dated 19 .

APPENDIX TO FORM No. 26.

FOREST DEPARTMENT, MADRAS, DIVISION.

Comparative statement of cattle impounded during .

Division.	Number of cattle impounded.		Average for the past three years ending 194 –4 .	Remarks.
	19 –19 .	194 –4 .		
(1)	(2)	(3)	(4)	(5)

Conservator of Forests,
Circle.

Annual Return]

FORM No. 27 (FULL SHEET).

[*Section* 105.]

FOREST DEPARTMENT, MADRAS, DIVISION.

Area of forest tracts protected from fire during the calendar year 19 .

Division.	Method of protection.	Area protected during the previous year.	During the year under report.			Cost during the year under report.	Remarks.
			Area attempted to be protected.	Fires.	Actually protected.		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

District Forest Officer,
Division.

Dated 19 .

APPENDIX TO FORM No. 27.

FOREST DEPARTMENT, MADRAS, DIVISION.

Comparative statement of number and origin of fires that occurred during the calendar year .

Circle.	A.—Fires caused by accidents or through carelessness in burning fire lines.		B.—Fires entering forests by crossing exterior fire lines.		C.—Fires beginning inside the reserved or fire-traced areas.														Total of C.		Causes unknown.		Total of A, B and C and causes unknown.		Remarks.
					Owing to carelessnsss or accident.								By intentional firing.												
					By workmen engaged in forest or by purchasers of forests produce and by hay-cutters.		By villagers, travellers, etc., passing through the forests.		By railway engines.		By lightning or by fire balloons.		In order to obtain new grass.		In order to turn out game or to reduce cover.		Maliciously fired.								
	Number of fires.	Area burnt in acres.	Number of fires.	Area burnt in acres.	Number of fires.	Area burnt in acres.	Number of fires.	Area burnt in acres.	Number of fires.	Area burnt in acres.	Number of fires.	Area burnt in acres.	Number of fires.	Area burnt in acres.	Number of fires.	Area burnt in acres.	Number of fires.	Area burnt in acres.	Number of fires.	Area burnt in acres.	Number of fires.	Area burnt in acres.	Number of fires.	Area burnt in acres.	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)	(25)	(26)

Conservator of Forests,
Circle.

Dated

Annual Return.] [*Section* 105.]

FORM No. 28.

FOREST DEPARTMENT, MADRAS, DIVISION.

Area closed and open to grazing during 19 .

Division.	Area closed to grazing of all animals throughout the year.	Area open to grazing throughout the year.		Balance (that is) area open to grazing for a part of year (and therefore closed for the remainder).		Total.	Remarks.
		Of all animals.	Of non-browsers only.	Of all animals.	Of non-browsers only.		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
	SQ. MILES.	SQ. MILES.	SQ. MILES.	SQ. MILES.	SQ. MILES.	SQ. MILES.	

District Forest Officer,
Division.

Dated 19 .

Annual Return] [*Section* 105.

FORM No. 29 (FULL SHEET).

FOREST DEPARTMENT, MADRAS, DIVISION.

Return of grazing in the State forests of during 194 .

Division.	Grazing on payment. Number of animals.																Grazing free. Number of animals.											Grand total of value at full rates.
	* At enhanced or special rates.					At full rates.					* At privileged rates.						By right under settlement.					During pleasure of Government or otherwise than under settlement.					Total value of fees at full rates.	
															Fees received.													
	Buffaloes.	Cows and bullocks.	Goats and sheep.	Other animals.	Fees received.	Buffaloes.	Cows and bullocks.	Goats and sheep.	Other animals.	Fees received.	Buffaloes.	Cows and bullocks.	Goats and sheep.	Other animals.	Actuals.	Value at full rates.	Buffaloes.	Cows and bullocks.	Goats and sheep.	Other animals.	Value of fees at full rates.	Buffaloes.	Cows and bullocks.	Goats and sheep.	Other animals.	Value of fees at full rates.		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)	(25)	(26)	(27)	(28)	(29)
					RS.					RS.					RS.	RS.					RS.					RS.	RS.	RS.

* The rates should be specified at the foot of the statement.

Dated 194 .

District Forest Officer,
Division.

Annual Return.] [*Section* 105.]

FORM No. 30.

FOREST DEPARTMENT, MADRAS, DIVISION.

Progress in afforestation and regeneration under Working Plans or Schemes during the year

Division.	Working circle and block.	Period.	Area to be regenerated during the period.	Method of treatment.	Area on which regeneration was completed at the end of the previous year.	Area regenerated during the year.	Total area regenerated to the end of the year.	Expenditure during the year.			Expenditure to the end of the year.			Revenue during the year.	Total revenue to the end of the year.	Remarks.
								Creation.	Tending.	Total including tending and upkeep.	Creation.	Tending.	Total including tending and upkeep.			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)

Dated 194 .

District Forest Officer,
Division.

Annual Return.] **FORM No. 31.** *[Section 105.]*

FOREST DEPARTMENT, MADRAS. DIVISION

Plantations not under Working Plans during the year .

								Expenditure during the year.			Expenditure to the end of the year.					
Division. (1)	Working circle and block. (2)	Period. (3)	Area to be regenerated during the period. (4)	Method of treatment. (5)	Area on which regeneration was completed at the end of the previous year. (6)	Area regenerated during the year. (7)	Total area regenerated to the end of the year. (8)	Creation. (9)	Tending. (10)	Total including tending and upkeep. (11)	Creation. (12)	Tending. (13)	Total including tending and upkeep. (14)	Revenue during the year. (15)	Total revenue to the end of the year. (16)	Remarks. (17)

District Forest Officer,
Division.

Annual return.] **FORM No. 32.** *[Section 105.]*

FOREST DEPARTMENT, MADRAS, DIVISION.

Outturn (in thousands of cubic feet, solid) of timber and fuel during the year and Agency of Exploitation.

	Timber.					Fuel.						
Circle. (1)	Government (2)	Purchasers. (3)	Free grantees. (4)	Right holders. (5)	Total. (6)	Government. (7)	Purchasers. (8)	Free grantees. (9)	Right holders. (10)	Total. (11)	Total outturn. (12)	Remarks. (13)
	C.FT.	C.FT.	C.FT.	C.FT.	C.FT.	C.FT.	C.FT.	C.FT.	C.FT.	C FT.	C.FT.	

Reserved Forests.
Reserved Lands.
Leased Forests.
Total .. Unreserved lands worked departmentally.

Charcoal should be shown by its equivalent in fuel, the quantity of wood consumed in producing it being entered in thousand cubic feet sold.

In remarks column of this form it should be shown which of the figures entered in it are actuals, and which are only estimates it being also noted in the latter case how figures have been arrived at.

Conservator of Forests,
Circle.

Dated 194 .

APPENDIX TO FORM No. 32.

Statement showing the outturn of timber by species (in thousands of cubic feet of logs) removed from reserved forests (including leased areas) by Departmental Agency during

Name of circle. (1)	Santalum album (sandalwood). (2)	Tectona grandis (teak). (3)	Dalbergia latifolia (rose-wood). (4)	Mesua ferrea (nangal). (5)	Hopea parviflora (irumbogam). (6)	Shorea robusta (sal). (7)	Pterocarpus marsupium (vengai). (8)	Terminalia tomentosa (karimarudu). (9)	Terminalia paniculata (pillamarudu). (10)	Pterocarpus santalinus (red-sanders). (11)	Xylia xylocarpa (irul). (12)	Lagerstrœmia lanceolata (venteak). (13)	Miscellaneous. (14)	Total. (15)

Annual Return.]

FORM No. 33.

[*Section* 105.]

FOREST DEPARTMENT, MADRAS, DIVISION.

Outturn of minor forest produce during the year 19 –19 .

Division. (1)	Description of produce. (2)	Produce removed or utilized.				
		By Government agency. (3)	By purchasers. (4)	By free grants. (5)	By right-holders. (6)	Total. (7)
		RS.	RS.	RS.	RS.	RS.
Reserved forest ..						
Reserved lands ..						
Unclassed forest ..						
Leased forests ..						
Total ..						

District Forest Officer,
Division.

Dated 194 .

Annual Return.]

FORM No. 34.

[*Section* 105.]

FOREST DEPARTMENT, MADRAS, DIVISION.

Account of timber and other produce collected by Government Agency and brought to depot, sold locally or otherwise disposed of during 194 –194 .

Name of division. (1)	Balance at commencement of the year in forest and sale depots. (2)	Received during the year. (3)	Total. (4)	Disposed of during the year. (5)	Balance in hand at close of the year in forest and sale depots. (6)

District Forest Officer,
Division.

Dated 194 .

Annual Return]

FORM No. 35.

[*Section* 105.]

FOREST DEPARTMENT, MADRAS, DIVISION.

Statement showing the value of timber and other produce at Sale Depots, for the year 194 –194 .

Division. (1)	Description of timber or produce. (2)	On hand at commencement of the year.			On hand at close of the year.			Difference in value.	
		Number. (3)	Cubic feet. (4)	Value. (5)	Number. (6)	Cubic feet. (7)	Value. (8)	In favour of the year. (9)	Against the year. (10)
				RS.			RS.		
	Total ..								

District Forest Officer,
Division.

Dated 194 .

Annual Return.] [*Section* 105.]

FORM No. 36.

FOREST DEPARTMENT, MADRAS, CIRCLE.

Summary of revenue and expenditure of the different divisions, 194 –194 .

Budget heads.														Total.
	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	R . A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.
Grand Total ..														

Conservator of Forests,
Circle.

Dated 194 .

Annual Return.] [*Section* 105.]

FORM No. 37.

FOREST DEPARTMENT, MADRAS, DIVISION.

Outstandings on account of forest advances on the 31*st March* 194 .

Name of circle (1)	Balance on 31st March 194 .		Remarks. (4)
	Accountant-General's figure. (2)	Departmental figure. (3)	

Dated 194 . *Accountant-General, Madras.*

Annual Return.] [*Section* 105.]

FORM No. 38.

FOREST DEPARTMENT, MADRAS, CIRCLE.

Revenue received and outstandings on account of revenue during 19 –19 .

Division. (1)	Particulars. (2)	Outstandings at commencement of year. (3)	Value of sales and other revenue during year. (4)	Total. (5)	Amount realized during year. (6)	Balance due to the department at end of year. (7)	Remarks. (8)
		RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	
	Total ..						

Conservator of Forests,
Circle.

Dated 194 .

Annual Return.] [*Sections* 105 *and* 159.]

FORM No. 39.

FOREST DEPARTMENT, MADRAS, CIRCLE.

Financial results of the year 194 –194 .

Division.	Timber and other produce removed from the forests by Government agency.		Other revenue.		Formation, protection and Improvement of forests.	Total.		Remarks.
	Receipts.	Charges.	Receipts.	Charges.	Charges.	Receipts.	Charges.	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
	RS.	RS.	RS.	RS.	RS.	RS.	RS.	
Total ..								

Conservator of Forests,
Circle.

Dated 194 .

Annual Return.] [*Section* 105.]

FORM No. 40.

FOREST DEPARTMENT, MADRAS.

PART I.

Statement of livestock in Circle during the year 194 –194 .

Division.	On hand at commencement of year.		Number received during the year.	Number disposed of during the year.	On hand at end of year.		Total expenditure on maintenance during the year.
	Number.	Value.			Number.	Value.	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
	(1) Elephants.			(2) Other livestock.			

PART II.

Elephants gone off the list during the year 194 .

Division.	Names.	When purchased or otherwise obtained by Government.	Age.	How disposed of.
(1)	(2)	(3)	(4)	(5)

Conservator of Forests,
Circle.

Dated 194 .

Annual Return.] [*Sections* 61 *and* 105.]

FORM No. 41.

FOREST DEPARTMENT, MADRAS, CIRCLE.

Abstract showing the value of stores, tools and plant, for the year 194 .

Division.	Stores.						Difference in value.		Remarks.
	On hand at the commencement of the year.		Additions or exclusions during the year.		On hand at the end of the year.		In favour of the year.	Against the year.	
	Number.	Value.	Number.	Value.	Number.	Value.	Value.	Value.	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
		RS.		RS.		RS.	RS.	RS.	
Anantapur ..	5,442	14,231	10 (*a*) 5	50 15	5,447	14,266	35	..	(*a*) Written off.
Kurnool, East ..	4,796	13,567	and so on.				..	..	
Kurnool, South ..	2,494	15,268	..	..	..	..	..	..	
Kurnool, West ..	7,874	27,615	..	..	..	..	..	..	
Cuddapah, North.	3,783	9,393	..	..	..	..	..	..	
Cuddapah, South.	3,364	12,884	..	..	..	..	..	..	
Direction	370	6,438	..	..	..	..	..	..	
Total ..	28,123	99,396	..	..	..	..	..	..	

Conservator of Forests,
Circle.

Dated 194 .

Annual Return.] [*Section* 105.]

FORM No. 42.

Wild animals shot in the areas under the control of the Forest department in the Province of during 194 *to* 194 .

All-India serial number. (1)	Species. (2)	Total in 194 – 194 . (3)	Average of the previous five years from 194 –194 . (4)
1A	Tiger.		
1B	Tigress.		
2	Leopard or panther.		
3	Wild cats (species to be given, if known).		
4	Lynx.		
5	Hunting leopard or cheetah.		
6	Hyaena.		
7	Wolf.		
8	Wild dog.		
9	Martens.		
10	Ratel.		
11	Brown bear.		
12	Himalayan black bear.		
13	Malayan bear.		
14	Sloth bear.		
15	Wild elephant.		
16	Rhinoceros (species to be given).		
17	Gaur or bison.		
18	Gayal or mithan.		
19	Banting or tsine.		
20	Wild buffalo.		
21	Urial or shapu.		
22	Bharal or blue sheep.		
23	Ibex.		
24	Markhor.		
25	Tahr.		
26	Nilgiri wild goat or Nilgiri ibex.		
27	Serow or Himalayan goat antelope.		
28	Goral.		
29	Nilgai or blue bull.		
30	Four-horned antelope.		
31	Blackbuck.		
32	Indian Gazelle or chinkara.		
33	Barking deer or kakar.		
34	Kashmir stag or hangul.		
35	Swamp deer or gond or bara-singhe.		
36	Brow-antlered deer or thamin.		
37	Sambar.		
38	Cheetal or spotted deer or axis deer.		
39	Hog deer or para.		
40	Musk deer.		
41	Mouse deer.		
42	Pangolin.		
43	Crocodile (muggar).		
44	Gharial.		
45	Python.		
46	Others (species to be given).		

Conservator of Forests,
Circle.

FORM No. 43.

[*Section* 109.]

FOREST DEPARTMENT, MADRAS, DIVISION.

Annual statement of tours by District Forest Officer, for the financial year ending 31st March 194 .

	A.	B.	Remarks.
1 Name of officer			
2 Period during which he held office			
3 Total number of days spent on tour			
4 Number of days halt			
5 Number of days on which marches were not combined with inspections			
6 Number of days on which marches were combined with inspections			
7 Number of marches within five miles of headquarters			
8 Number of returns to headquarters			
9 Number of inspections from headquarters			
10 Names of reserves not inspected during the year			
11 Names of depots not inspected during the year			
12 Names of range offices not inspected during the year			

NOTE.—Explanations of the officer concerned for short touring should be entered in the remarks column under 3. Similar explanations for overdue inspections of reserves, depots or range offices should be entered in the remarks column under 10, 11 and 12 respectively. If more than one officer held charge of the division during the period, the statement should be posted in more than one vertical column, so that each officer's touring can be separately observed.

Dated 194 .

[*Footnote* (3) *in Appendix* 14]

FORM No. 44.

FOREST DEPARTMENT, MADRAS, DIVISION.

Register of lands acquired by the Forest department, Division.

Serial number.	Taluk.	Village.	Survey number.	Total area.	Area acquired.	Amount paid. For land.	Amount paid. For trees, buildings, etc.	Date of acquisition.	Map number.	Number and date of disposal file.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)

FORM No. 45.

[*Section* 120.]

FOREST DEPARTMENT, MADRAS.

Progressive statement of revenue realized in the during the month of 194

Minor and detailed account heads.	Budget estimate.	Revenue to the end of preceding month.	Revenue during the month.	Progressive total to the end of the month.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)

[*Sections* 127 *and* 128.]

FORM No. 46 (HALF SHEET).

FOREST DEPARTMENT, MADRAS, DIVISION.

Intimation of sanction accorded by the *Conservator / District Forest Officer* *to items of expenditure for the month of* 194 .

Sanction number. (1)	Date. (2)	Nature of work. (3)	Amount. (4)	Head of account. (5)	Remarks. (6)
			RS. A. P.		

No. , dated 194 .

Forwarded to the Accountant-General, Fort St. George, for information, with the accounts for the month of 194 .

Conservator
District Forest Officer.

[*Sections* 136 *and* 139.]

FORM No. 47.

Bill for expenditure incurred in Division on behalf of Division for inter-departmental adjustment in the Forest department, Madras.

Month.	Particulars of supply.	Amount.	Total.
		RS. A. P.	RS. A. P.

Rupees annas and pies.

Dated 194 .

District Forest Officer,
Division.

Accepted for Rs. annas and pies and the expenditure is debited to in the accounts of this division for 194 by *minus* debit to Forest Remittances.

District Forest Officer,
Division.

Adjustment in the accounts of 194 by debit to Forest Remittances and credit to

District Forest Officer,
Division.

FORM No. 48.

[*Section* 136.]

FOREST DEPARTMENT, MADRAS, **DIVISION.**

Commission payment voucher.

Numbers of notes.	Amount.
	RS. A. P.

Head of Service ______ Voucher No. ______

Particulars.	RS. A. P.
Received from the Range officer of this day Rs. A. P. being commission due to me on a collection of Rs. remitted into the Taluk Treasury at as detailed on the reverse.	

Signature of Revenue Remitting Officer.

Passed for Rs.

District Forest Officer——————

RS. A. P.

Paid by me on the 194 .. .. ..

Range Officer.

FORM No. 48.

COMMISSION PAYMENT VOUCHER.

(To be returned to remitter.)

CHALAN.

[S.Rs. 11 (*a*) and 16 under T.R. 10 and instruction 42 under T.R. 16.]

Accountant's No. *of*
Treasury, *dated* 194 .

By whom brought.	On what account.	Amount.
		RS. A. P.
	Total ..	

	RS. A. P.	Revenue Remitting Officer.
Notes as on back		
Gold		
Silver and copper		
Total ..		

Treasurer.

Examined and entered.

Accountant.

N.B.—To be supplied only to Revenue Remitting officers who get commission on collection of revenue.

FORM No. 49 (Full Sheet).

[*Section* 150.]

Forest Department, Madras, Division.

Register of revenue and expenditure in each month during the year 194 –194 .

Budget heads.	April.	May.	June.	July.	August.	September.	October.	November.	December.	January.	February.	March.	Grand total for the year.	Remarks.

FORM No. 50.

[*Section* 153.]

Forest Department, Madras.

Application for funds required for expenditure on works, for pay of establishment, etc., during the month of in Range.

Budget sub-head. (1)	Particulars as regards each work or purpose, etc., for which funds are required. (2)	Number and date of the sanction order or other authority sanctioning the expenditure. (3)	Amount sanctioned for the work. (4)	Amount spent on the work up to date. (5)	Amount now applied for by Range Officer. (6)	Amount passed by the District Forest Officer. (7)	Remarks of the Range Officer. (8)	Remarks of the District Forest Officer. (9)
			RS.	RS.	RS.	RS.		
		Total ..						
		Deduct—						
		(1) Cash balance on hand on.						
		(2) Advance outstanding which will be adjusted during the month.						
		Balance for which cheque is required (in words).						

Range Office, No.
194.

Range Officer.

1. Cheques Nos. drawn on Treasury are sent herewith, their receipt must be acknowledged by return of post in Form FA IV, MAC., Vol. III.

2. The pay and travelling allowance of establishments (permanent and temporary) should be disbursed in accordance with the bills passed by the undersigned and the remaining amount should be utilized for other purposes mentioned above.

3. Before disbursing his own pay or travelling allowance the Range Officer must pay all his subordinates.

District Forest Officer.

FORM No. 51.

[*Section* 159.]

Forest Department, Madras, Circle.

Register of Financial Results.

Year. (1)	Division. (2)	Timber and other produce removed from the forests by Government agency.			Other revenue.			Formation, protection and improvement of forests.		Total.		Remarks. (13)
			Charges.			Charges.		Charges.				
		Receipts. (3)	Budget heads. (4)	Amount. (5)	Receipts. (6)	Budget heads. (7)	Amount. (8)	Budget heads. (9)	Amount. (10)	Receipts. (11)	Charges. (12)	
		RS.		RS.	RS.		RS.		RS.	RS.	RS.	

Conservator,
Circle.

INDEX

N.B.—This index deals only with the rules in the several chapters and does not cover the Appendices. It has been compiled solely for the purpose of references and no expression used in it should be considered as in any way interpreting the rules.

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